MEETING OF COUNCIL

TUESDAY, 30 APRIL 2019

10:00am till 5:00pm
Held at the Nganmarriyanga
This meeting is open to the public excluding confidential Council business.
Agenda available by the 26 April 2019 please contact Manager Corporate on mailto:info@westdaly.nt.gov.au
or phone: 08 8901 3920

WEST DALY REGIONAL COUNCIL DISCLAIMER

No responsibility is implied or accepted by the West Daly Regional Council for any act, omission or statement or intimation occurring during Council or committee meetings.

The West Daly Regional Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the West Daly Regional Council during the course of any meeting is not intended to be and is not taken as notice of approval from the West Daly Regional Council.

The West Daly Regional Council advises that anyone who has any application lodged with the West Daly Regional Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the West Daly Regional Council in respect of the application.

AGENDA

West Daly Regional Council Meeting

10:00am Tuesday 20 April 2019

WEST DALY REGIONAL COUNCIL
Nganmarriyanga Meeting Room

Present

Apologies

Disclosure of interest – Councillors and Staff

Confirmation of Minutes

Call for Items of General Business

Confirmation of Minutes

Council Meeting - 20 March 2019..... 4

Reports to Council

1 Chief Executive Officers' Report. 12
2 Financial Report - March 2019 16
3 FY 19-20 BUDGET - PROCESS AND TIMETABLE 37
4 CEO Certificate - Regulation 24(1) of Local Government (Accounting) Regulation for FY 2019-20 39
5 Commonwealth Home Support Programme (CHSP) Deed of Variation in relation to Agreement ID 4-7SAKDR9..... 8
6 Expressions of Interest - Collaborative Regional Waste Working Group..... 62
7 Nominated Representative for the CouncilBiz Board 68
8 Proposed Amendments to the Local Government Act 90
9 Policy - HR28 Recruitment and Selection 98
10 Local Authority Minutes and Recommendations 104
11 Action Items Update 119
12 Members Attendance Records 122
13 Aged Care Manager's Report 124

Community Reports

14 Community Services Manager's Report - Peppimenarti 126
15 Community Services Manager's Report - Nganmarriyanga..... 129
16 Community Services Manager's Report - Wadeye 132
17 CNP regional report..... 135

Correspondence In & Out

General Business

Confidential

18 Projected Rates & Refuse Charges for FY 19/20

The report will be dealt with under Section 65(2) (cii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.

19 Debts Write Off

The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

20 Audit Engagement

The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

21 Tender Committe Report - Softball Irrigation

The report will be dealt with under Section 65(2) (f) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains Under Part 4 of the Local Government Regulations 8 (c) (i) "cause commercial prejudice to or confer an unfair commercial advantage on any person".

22 EOI - Assets Valuation Report

The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

Mayor Wilson declared the meeting open at 10:10am and welcomed all in attendance.

Mayor Wilson requested a minute silence in recognition and respect for the Late Mr Perdjert.

PRESENT

John Wilson	Mayor
Terry Sams	Deputy Mayor
Wally Minjin	Councillor
Ralph Narburup	Councillor
Mark Martin	Councillor

Staff

Shaun Hardy	Chief Executive Officer
Steve Horton	Director of Council and Community Services
Rebecca Purser	Manager Corporate
Ramesh Pudasaini	Senior Financial Consultant (CouncilBiz)

APOLOGIES AND LEAVE OF ABSENCE

Apology received from Councillor Mark Tunmuck-Smith due to sorry business

Motion:

That Council accepts the apology received from Councillor Tunmuck-Smith.

Moved: Cr. Martin
Seconded: Deputy Mayor Sams
Carried: Unanimously

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

There were no declarations of interest at this Council Meeting.

CONFIRMATION OF MINUTES

Minutes of the Council Meeting held on 20 February 2019

*045/2019***RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

Moved: Deputy Mayor Sams
Seconded: Cr. Martin
Resolution: Unanimously

Unconfirmed

CALL FOR ITEMS OF GENERAL BUSINESS

Chief Executive Officer called for the following late items to be discussed as follows:

1. General Business
    a. Aboriginal Naming of Geographic Sites

2. Confidential
    a. Mayor's Leave of Absence
    b. Staffing Matters
    c. Elected Members Roles and Responsibilities

REPORTS TO COUNCIL

1) Chief Executive Officer's Report

The Chief Executive Officer spoke to his written report.

A stakeholders meeting will be scheduled prior to the re-opening of the swimming pool which is anticipated to re-open mid to late April 2019.

04 6/2 01 9

Motion:

1. That Council receives and notes the Chief Executive Officer's report.

Moved: Cr. Narburup
Seconded: Cr. Minjin
Resolution: Unanimously

2) Director of Council and Community Services Report

The Director of Council and Community Services spoke to his written report.

Matters to Note:

1. DOCCS advised that we are still awaiting advice from NLC regarding the grant application submitted for mobile boosters.
2. CEO advised that he has approached NTG regarding further funding for the community bus however, NTG have suggested that Council should liaise with the Australian Government for additional funding for the community bus.
3. The Department of Local Government Housing and Community Development at times conduct spontaneous visits to ensure that residents are living on their homelands as reported. The CEO stated that this practice may lead to incorrect occupancy levels as there are many reasons why residents may not be on their homeland at the time of an unexpected visit including sorry business, cultural activities, holidays and shopping.

Action Item	Person Responsible
CEO to write a letter to the Department of Local Government Housing and Community Development regarding: a. protocols for visiting homelands; and b. clarifying processes to fund homelands not currently supported by Homelands programs: • Tchindi;	CEO

Unconfirmed

• Kubuyirr • Kudantiga • Nangu	
Clarification to be discussed with Homelands Residents regarding the provision of fuel for tractors, whipper snippers, mowers etc is allowed under MES Funding however, fuel to supply generators is not permitted.	DOCCS/Homelands Coordinator
Homelands Jobs Program schedule of works and employee time sheets to be maintained weekly.	DOCCS/Homelands Coordinator
CEO to approach service providers in Wadeye regarding assistance in the transportation of residents to Nganmarriyanga and Peppimenarti for sporting events.	CEO

047/2019 **Motion:**

1. **That Council That Council notes and receives the Director of Council and Community Services report.**

Moved: Deputy Mayor Sams
Seconded: Cr. Martin
Resolution: Unanimously

3) Financial Report - February 2019

Senior Financial Consultant (CouncilBiz) spoke to his written report.

048/2019 **Motion:**

1. **That Council receives and notes Financial Report for February 2019.**

Moved: Cr. Martin
Seconded: Cr. Narburup
Resolution: Unanimously

4) 2019/20 Budget Milestones

Senior Financial Consultant (CouncilBiz) spoke to his written report.

049/2019 **Motion:**

1. **That Council the Council receives and notes the Budget preparation information.**

Moved: Cr. Martin
Seconded: Deputy Mayor Sams
Resolution: Unanimously

5) Municipal and Essential Services Special Purpose Grant (MESSPG) - NR00049A-MESSPG_2

Senior Financial Consultant (CouncilBiz) spoke to the Grant Manager's written report.

050/2 **Motion:**

01 9

1. **That Council accepts the Municipal and Essential Services Special Purpose Grant (MESSPG) and approves the use of the common seal on the Grant Agreement NR00049A-MESSPG_2.**

Moved: Deputy Mayor Sams
Seconded: Cr. Minjin
Resolution: Unanimously

6) Community Sport Infrastructure Grant Program

Senior Financial Consultant (CouncilBiz) spoke to the Grant Manager's written report.

05 1/2 01 9

Motion:

1. **That Council accepts the Community Sport Infrastructure Grant from Australian Sports Commission amounting to $153,233 for Wadeye Softball Irrigation.**

Moved: Cr. Martin
Seconded: Cr. Narburup
Resolution: Unanimously

7) Department of Environment and Natural Resources Environments Grants Program

Senior Financial Consultant (CouncilBiz) spoke to the Grant Manager's written report.

05 2/2 01 9

Motion:

1. **That Council accepts the Environment Grants from Department of Environment and Natural Resources for Beverage Container Recycling Program (Cages) and Community Annual Clean Up.**

Moved: Deputy Mayor Sams
Seconded: Cr. Narburup
Resolution: Unanimously

8) Variation No.1 of Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs - Grant Agreement R00052C

Senior Financial Consultant (CouncilBiz) spoke to the Grant Manager's written report.

05 3/2 01 9

Motion:

1. **That Council accepts the Variation and approves the use of the common seal on Variation No.1 of Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs - Grant Agreement R00052C.**

Moved: Cr. Martin
Seconded: Cr. Narburup
Resolution: Unanimously

9) Commonwealth Home Support Programme (CHSP) Deed of Variation in relation to Agreement ID 4-7SAKDR9

054/2019

Motion:

1. **That Council agrees to defer consideration of the Commonwealth Home Support Programme (CHSP) Deed of Variation in relation to Agreement ID 4-7SAKDR9 to the next Ordinary Council Meeting.**

Moved: Cr. Narburup
Seconded: Cr. Martin
Resolution: Unanimously

10) Local Authority Policy Update

Manager Corporate spoke to her written report

055/2019

Motion:

1. **That Council approves and adopts GOV10 Local Authority Policy.**

Moved: Cr. Martin
Seconded: Deputy Mayor Sams
Resolution: Unanimously

11) Action Items Update

Manager Corporate spoke to her written report

056/2019

Motion:

1. **That Council receives and notes the action items.**

Moved: Deputy Mayor Sams
Seconded: Cr. Narburup
Resolution: Unanimously

12) Elected Members Attendance Records

Manager Corporate spoke to her written report

057/2019

Motion:

1. **That Council receives and notes the attendance records.**

Moved: Cr. Narburup
Seconded: Deputy Mayor Sams
Resolution: Unanimously

COMMUNITY REPORTS

13) Manager Aged Care's Report

Director of Council and Community Services spoke to the Aged Manager Manager's written report.

AACQA have confirmed that their next assessment visit will be 1 May 2019.

058/2019

Motion:

1. **That Council receives and notes the Aged Care Manager's Report**

Moved: Deputy Mayor Sams
Seconded: Cr. Martin
Resolution: Unanimously

14) Community Services Manager's Report - Wadeye

Director of Council and Community Services spoke to the Wadeye Community Services Manager's written report.

DOCCS advised that an Energy Efficient grant is currently being drafted to replace the street lights with LED Lights.

059/2019

Motion:

1. **That Council receives and notes the Community Services Manager's Report for Wadeye**

Moved: Cr. Narburup
Seconded: Cr. Martin
Resolution: Unanimously

15) Community Services Manager's Report - Peppimenarti

Director of Council and Community Services spoke to the Peppimenarti Community Services Manager's written report.

Councillor Narburup advised that an additional 4 to 5 speed humps are required in Nganmarriyanga.

Action	Person Responsible
4 to 5 additional speed humps to be installed in Nganmarriyanga	CSM Nganmarriyanga

060/2019

Motion:

1. **That Council receives and notes the Peppimenarti Community Services Manager's Report.**

Moved: Cr. Martin
Seconded: Cr. Narburup
Resolution: Unanimously

16) Community Night Patrol Report

Director of Council and Community Services spoke to the Senior Night Patrol Team Leader's written report.

061/2019

Motion:

1. **That Council receives and notes the Community Night Patrol Report**

Moved: Cr. Sams
Seconded: Cr. Narburup

Resolution: Unanimously

CORRESPONDENCE IN & OUT

17) Incoming and Outgoing Correspondence

062/2019 **Motion:**

1. That Council notes the Incoming and Outgoing correspondence.

Moved: Cr. Martin
Seconded: Cr. Narburup
Resolution: Unanimously

GENERAL BUSINESS

1. Aboriginal Naming of Geographic Sites

The Chief Executive Officer advised that the Place Names Committee has sought feedback from West Daly Regional Council in relation to opportunities to dual name geographic features and places within the West Daly area. Dual naming is where a geographic feature or place is officially given a name which includes both an Aboriginal (or Torres Strait Islander) name or word and a non-Aboriginal name.

3 May 2019 is the deadline for feedback.

Elected Members requested that Council seek feedback from community residents through Local Authority meetings and other discussions with community residents.

Action	Person Responsible
An extension of the deadline for feedback be sought from the Place Names Committee to enable longer consultation	CEO
A power point presentation be prepared which can be presented to the Local Authority and community residents for feedback	Manager Corporate

063/2019 **Motion:**

1. That Council contact the Place Names Committee and seek an extension of the deadline and prepare a power point presentation in readiness for consultation with Local Authority Members and community residents.

Moved: Cr. Martin
Seconded: Deputy Mayor Sams
Resolution: Unanimously

DECISION TO MOVE TO CLOSED SESSION

Mayor Wilson moved the meeting to closed sessions at 12:37pm.

RECOMMENDATION:

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the

unconfirmed

course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the *Local Government Act* as the items lists come within the following provisions:-

18 Aged Care Services - *The report will be dealt with under Section 65(2) (ciiii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

19 St Vincent de Paul - Accommodation at Nganmarriyanga - *The report will be dealt with under Section 65(2) (f) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains Under Part 4 of the Local Government Regulations 8 (c) (i) "cause commercial prejudice to or confer an unfair commercial advantage on any person".*

20 Electoral Representation Review - *The report will be dealt with under Section 65(2) (ciiii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

Late Items:-

21. Mayor's Leave of Absence - *The report will be dealt with under Section 65(2) (ciiii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

22. Staffing Matters - *The report will be dealt with under Section 65(2) (ciiii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

23. Elected Members Roles and Responsibilities - *The report will be dealt with under Section 65(2) (ciiii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

The meeting closed at 1:30pm.

THIS PAGE AND THE PRECEEDING 7 PAGES ARE THE MINUTES OF THE Meeting of Council HELD ON Wednesday, 20 March 2019 AND CONFIRMED _____ .

Unconfirmed

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 1

Prepared by **Shaun Hardy, Chief Executive Officer**

Chief Executive Officers' Report.

Purpose

The purpose of this report is to update progress on Council activities and issues relevant to the governance and management of Council.

Background

Planning, Reporting and Governance

Implementation of Council's Regional Plan and amended Budget for 2018-19 continues on track and drafting of Council's Regional Plan 2019-20 has commenced.

Input into priorities for Council's Regional Plan 2019-20 has been sought from Nganmarriyanga and Peppimenarti Local Authorities with Wadeye Local Authority to follow. Suggestions thus far have included local jobs, playgrounds, sporting facilities hub, community buses, speed bumps, water drainage, cemetery upgrades and housing plans.

Council's Policies have been updated and published on Council's website, and a program of supporting staff refreshers are being rolled out across Council's workplaces.

Fieldwork for Council's next Compliance Review is scheduled to take place from 27 to 31 May 2019. Preliminary documentation requested is to be provided to the Department of local Government, Housing and Community Development by 8 May 2019.

LGANT Conference and General Meeting

Council Mayor, Deputy Mayor and CEO attended LGANT forums in Katherine from 10- 11 April 2019. Informative presentations were given regarding the Independent Commission Against Corruption, Alcohol Reforms, Local Buy, Remote Engagement and Coordination, Renal Disease Research and new Subdivision Guidelines.

Council put forward a motion seeking that the Local Government Association of the NT approach the Australian Government's Department of Prime Minister and Cabinet to establish a formal engagement framework to work with the local government sector in the Northern Territory to improve outcomes for Closing the Gap of Aboriginal disadvantage. The motion was supported unanimously by all Regional Councils and is expected to be taken up by LGANT with ALGA (Australian Local Government Peak Body).

Federal Election Enrolments

A project called Your Community Your Voice was implemented by the Department of Local Government Housing and Community Development in remote communities in the lead up to the Federal Election. The project's aims are to increase enrolment, build awareness of the importance of being counted and how accurate population counts contribute to GST revenue for the NT. Posters and electoral forms were available in each Council Office and Council supported the work of the Department to assist enrolments.

Work, Health and Safety

In line with Council's Audit and Risk Management Committee's identification of Work, Health and Safety activities being a priority, a General Workplace Inspection was conducted by an external consultant at several Council workplaces on 26 February 2019.

The report and recommendations noted a range of actions required, which are currently being consolidated into an implementation proposal for the various documentation, systems, remedial actions and training to be completed. All high priority recommendations are planned to be implemented across Council workplaces by end June 2019.

Community Development

Additional sporting and community events are being planned by Council for inclusion in a draft regional calendar of events for 2019 and planning with local stakeholder organisations. Service Providers in Wadeye have commenced discussing NAIDOC activities and preferred timing and further discussions are taking place with each Local Authority.

Council has been successful with a grant application to construct public ablution blocks in Wadeye, Nganmarriyanga and Peppimenarti. Appropriate engagement around design and locations is taking place with Local Authorities, Traditional Owners and other stakeholders.

Wadeye Swimming Pool

Further repairs of Wadeye Swimming Pool were completed including drain grates secured to the pool edge. An additional expert contractor undertook works to clean the pool water in April 2019, and a new (returning) Pool Attendant has commenced.

The Wadeye Swimming Pool was returned to full operational use but further vandalism occurred over the Easter Weekend including rubbish dumped into the balance tank. There is also a suspected water leak in the balance tank and a contractor is being sourced to undertake the necessary works.

Earlier quotations sourced for possible future upgrades included new 3m high heavy duty security fencing ($140,000), automated chlorinator ($55,000), automated controller ($15,000) and pump ($7,500).

A Splash Pad/ Water Park area has also been quoted with options including a 20m x 16m area ($250,000) and a 21m x 31m area ($500,000). Quotes for toilet and changeroom upgrades will also be obtained before a further meeting is convened of relevant stakeholders and an options paper then be prepared for a future Council meeting.

Animal Management

Council held a meeting with AMRRIC and TDC in March 2019 regarding planning for future visits by Veterinarians being scheduled to re-commence following the wet season.

Council will assist with funding and other in-kind support for AMRRIC, University of Melbourne and Rangers working closely with the community to improve the health of companion animals in our region.

Consultation and awareness will be arranged for each community and Homeland to be visited.

Cemeteries

Council is continuing discussions with the Wadeye Cemetery Working Group and quotes for Wadeye Cemetery upgrade works such as fencing, shade and water supply have been provided to the Northern Land Council.

The Department of Local Government, Housing and Community Development discussed the implications of the new *Cemeteries Act* at Council's January 2019 meeting.

Roads, Waste Management and Homelands

Updates are included in Director Council and Community Services report.

Stakeholder Meetings

For the period mid March 2019 to late April 2019, I have undertaken various stakeholder meetings as follows:

AG – Health– Aged Care

AG – Prime Minister and Cabinet
CouncilBiz
Homelands Stakeholders (Merrepen and Nemarluk)
Local Government Association NT
NTG – Chief Minister
NTG – Local Government, Housing and Community Development
NTG – Trade, Business and Innovation
Seafarms
Thamurrurr Development Corporation

Impact for Council

For information

Recommendation

1. **That Council receives and notes the Chief Executive Officer's Report.**

Attachments
There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 2

Prepared by **Ramesh Pudasaini, Senior Financial Consultant**

Financial Report - March 2019

Purpose

To provide financial information for the month of March 2019 by providing information on issues related to cash ratio, cash and bank balance, income and expenses of Core and Agency funded programs, variance analysis and information on large debtors and creditors.

Background

In conjunction with WDRC, CouncilBiz is responsible for preparing the council's budget and overseeing all accounting procedures including accounts payable, accounts receivable and rates receivable, cash and bank administration, procurement, grants supervision, budget monitoring and all other necessary functions to run day to day financial activities of the Council.

Financial Overview

The financial report for the period shows that WDRC has met its financial obligations for the period.

Bank Balance - $4M is in short term deposit and $1.9M in operating account.

Accounts Payable - $792K (Employee - $381k, Supplier's Payable - $57k, Others - $8k, Grants Refund payable – $345k).

Accounts Receivable - $693K (Trade - $336k, Rates - $101k, Accrued Income - $14k, Inventory - $134k, Others - $108k) are regularly monitored for timely payment and collection.

Current year unspent grant in cash ratio is $3.1M for FY 18/19.

Total income is $13.9M, includes Tied Income of $8.2M, Untied Income of $5.3M and Internal Allocated Income of $417K.

Total employee expense is $5.3M, Councillor's expense is $183k, Operating expense is 4.4M and unfunded depreciation is $1.4M.

The cash ratio is 1.71 for March 2019, a 0.01 increase from prior month.
As major payment (more than $100k) during the month,

Period	Date	Reference	Type	Outstanding Amt	Allocated Amt	Original Amt	Narrative	Account Number	Description
9	20/02/2019	40100182601/40100182603	APORDINV	0.00	209,237.60	209,237.60	2005 Caterpillar 12H Motor grader	10106	HASTINGSDEERING

Cash and Short Term Deposits

	Mar-19	Feb-19	Variance
Cash & Bank	5,933,676	6,533,025	(599,350)

Cash on hand at the end of March 2019 was $5.9M.

Out of total cash & bank, $4M deposited in short term deposit for higher interest rate.

Product	Actual Balance	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	$500,000.00	$0.00	2.32%	2/07/2019
Fixed Term Deposit	$1,000,000.00	$0.00	2.39%	24/06/2019
Fixed Term Deposit	$1,000,000.00	$0.00	2.54%	7/05/2019
Fixed Term Deposit	$1,000,000.00	$0.00	2.61%	29/04/2019
Fixed Term Deposit	$500,000.00	$0.00	2.60%	15/04/2019

Assets & Liabilities

	Mar-19	Feb-19	Variance	
Current Assets				
Cash & Bank	5,933,676	6,533,025	(599,350)	Decreased
Receivable	693,519	937,954	(244,435)	Decreased
Current Liabilities				
Staff Liability	380,797	391,962	(11,166)	Decreased
Trade & Other Liability	65,374	1,083,109	(1,017,735)	Decreased
Unspent Grants (tied fund)	3,059,633	3,060,391	(758)	Decreased
PO Commitment (tied fund)	318,765	426,779	(108,014)	Decreased

Revenue & Expenditure

Financial Snapshot	Mar-19	Monthly Average	Feb-19	Monthly Average	Variance	
Income	13,936,105	1,548,456	13,461,301	1,682,663	474,804	Increased
Expenses						
Expenses - Staff	5,274,229	586,025	4,653,809	581,726	620,420	Increased
Expenses - Councillors	183,191	20,355	161,140	20,143	22,051	Increased
Expenses - Others	5,755,774	639,530	5,288,239	661,030	467,535	Increased

Non-Current Assets

Non Current Assets	Fair Value	Acc. Dep	Net Value
Buildings	14,729,505	4,532,234	10,197,271
Road Infrastructures	3,377,270	1,762,388	1,614,882
Plant & Equipment	2,019,365	1,083,198	936,167
Structures	344,983	198,445	146,538
Furniture & Fittings	85,213	83,386	1,827
Motor Vehicle	1,668,591	1,053,761	614,830
Site Improvements	957,754	492,416	465,338
Total	**23,182,680**	**9,205,827**	**13,976,853**

P & E includes WIP assets.

Current Ratio

The current ratio identifies the Council's ability to meet short-term financial obligation.

Current Ratio - Mar 2019 **1.71**

Current Assets		Current Liabilities	
Cash & Bank	5,933,676	Payables - Trades	56,888
Less: Grants to be refunded	345,876	Payables - Others	8,487
	5,587,800		
Receivable	676,410		
Prepayments	17,109	Unspent Tied Grants	3,059,633
Less:		(Agency & Core)	
Staff Liability	380,797	Commitment	318,765
	5,900,522		**3,443,772**

Current Ratio - Feb 2019 **1.70**

Current Assets		Current Liabilities	
Cash & Bank	6,533,025	Payables - Trades	81,088
Less: Unspent Grants	995,939	Payables - Others	6,082
	5,537,086		
Receivable	915,931		
Prepayments	22,022	Unspent Tied Grants	3,060,391
Less:		(Agency & Core)	
Staff Liability	391,962	Commitment	426,779
	6,083,077		**3,574,340**

An unspent grant at the end of the month is $3.1M and all related to various tied funds.

Note: While calculating current ratio, unspent grant (tied only) and commitment amount has been add back as liability.

Receivables

Total receivable amount at the month end of March 2019 is $694k.

Receivable	Mar-19	Feb-19
Receivables - P & R Rates	101,473	178,395
Receivables - Trade	335,507	495,264
Accrued Income	14,579	14,266
Inventory	134,076	128,489
Receivables - Others	90,774	99,518
Prepayments	17,109	22,022
Total	**693,519**	**937,954**

Trade Receivables Age Analysis

The table below compares aged analysis of current, 30 days, 60 days and 90 days for the month of March 2019.

Trade Debtor's Account - Age Analysis	Mar-19	Feb-19
Unapplied (yet to reconcile)	(170,958)	(37,204)
Current	240,136	265,432
Over 30 days	3,800	92,194
Over 60 days	89,643	16,311
Over 90 days	172,887	158,530
Total	**335,507**	**495,264**

More than $10k in Accounts Receivable;

Account Number	Description	Account	Commitments	Total Balance	Units1	Long Description
00081	TDC	180,639.23	18,891.68	199,530.91	0.000000	Thamarurr Development Corporation Ltd
00024	DIPL CSR	110,857.96	0.00	110,857.96	0.000000	Department of Infrastructure, Planning and Logistics
00833	DAAC	10,120.00	5,060.00	15,180.00	0.000000	Durmu Arts Aboriginal Corporation

Rates

Rate Payer	FY 17/18	FY 18/19	Total
Deewin Kirim Aboriginal Corporation	-	7,623	7,623
Department of Housing and Community	-	4,808	4,808
NT Police Fire And Emergency Services	-	760	760
Norforce NT	-	3,107	3,107
NT General Practice Education	-	3,048	3,048
Palngun Wurnangat Association	-	46,514	46,514
Palumpa Station	-	29,202	29,202
Peppimenarti Club Association	-	5,247	5,247
Top End Health Service (PHC)	-	1,165	1,165
Total	**-**	**101,473**	**101,473**

Payables

As at end of March 2019, total payable amount outstanding is $792K, the detailed breakdown listed below:

Payables	Mar-19	Feb-19
Payables - Employees (Leave Provision)	380,797	391,962
Payables - Trade	56,888	81,088
Payables - Unspent Grants	345,876	995,939
Payables - Others	8,487	6,082
Total	**792,047**	**1,475,071**

Trade Payables Age Analysis

The table below compares aged analysis of current, 30 days, 60 days and 90 days for the month of March 2019.

Creditor's Account - Age Analysis	Mar-19	Feb-19
Unapplied (yet to reconcile)	(214,629)	(96,153)
Current	221,574	173,626
Over 30 days	49,722	2,246
Over 60 days	-	481
Over 90 days	221	888
Total	**56,888**	**81,088**

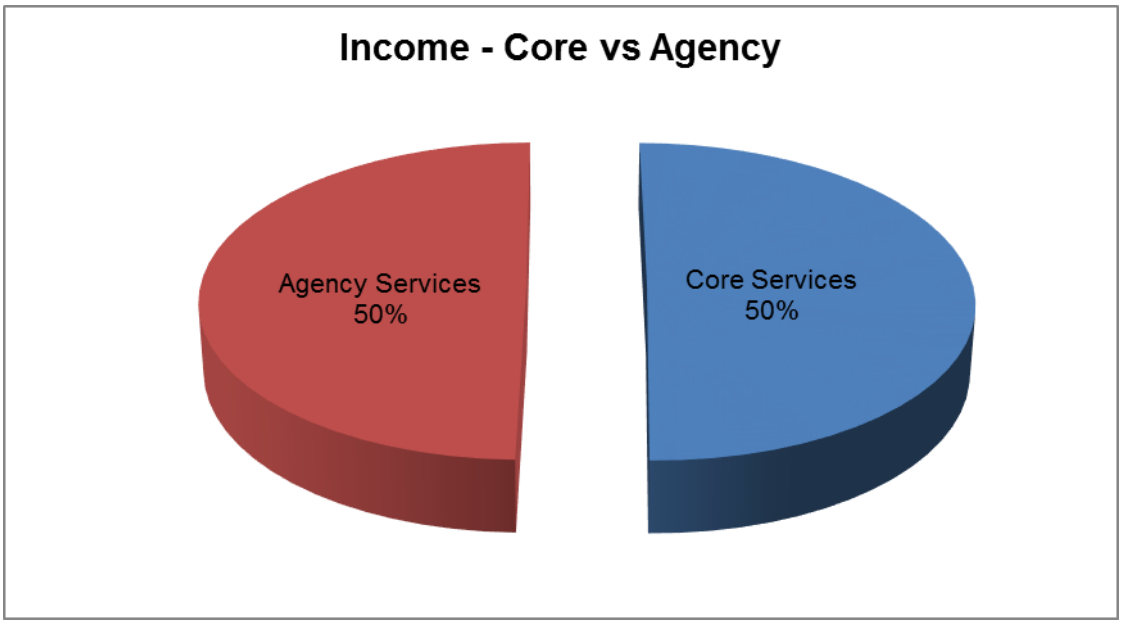
More than $10k in Accounts Payable;

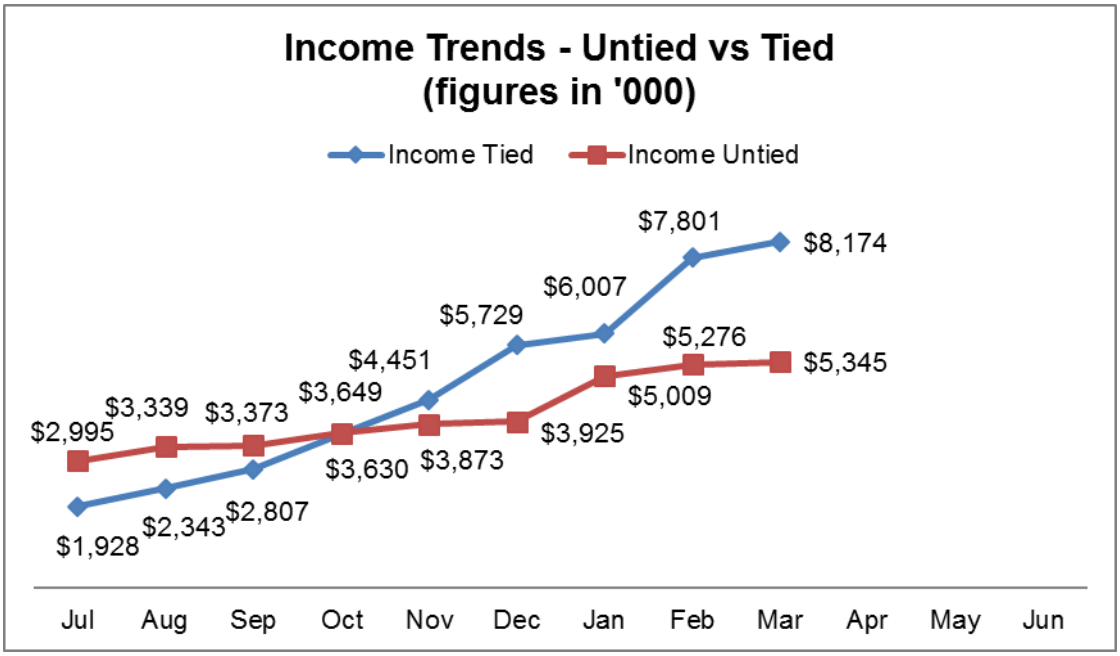
Account Number	Description	Account	Commitments	Total Balance	Units1	Long Description
12784	ALLAN KING & SO	48,679.14	0.00	48,679.14	0.000000	ALLAN KING & SONS CONSTRUCTIONS PTY LTD

Summary of Revenue & Expenditure

Revenue

Council received $13.9M in revenue. Core (Council) revenue is $6.8M, Agency revenue is $6.7M, and internal revenue is $417k.

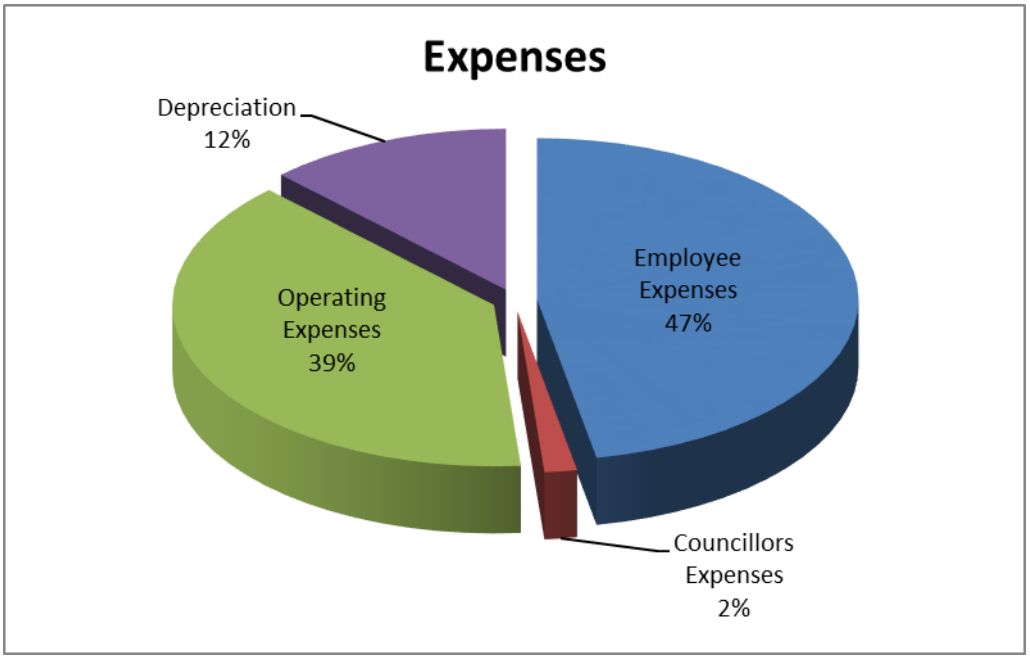




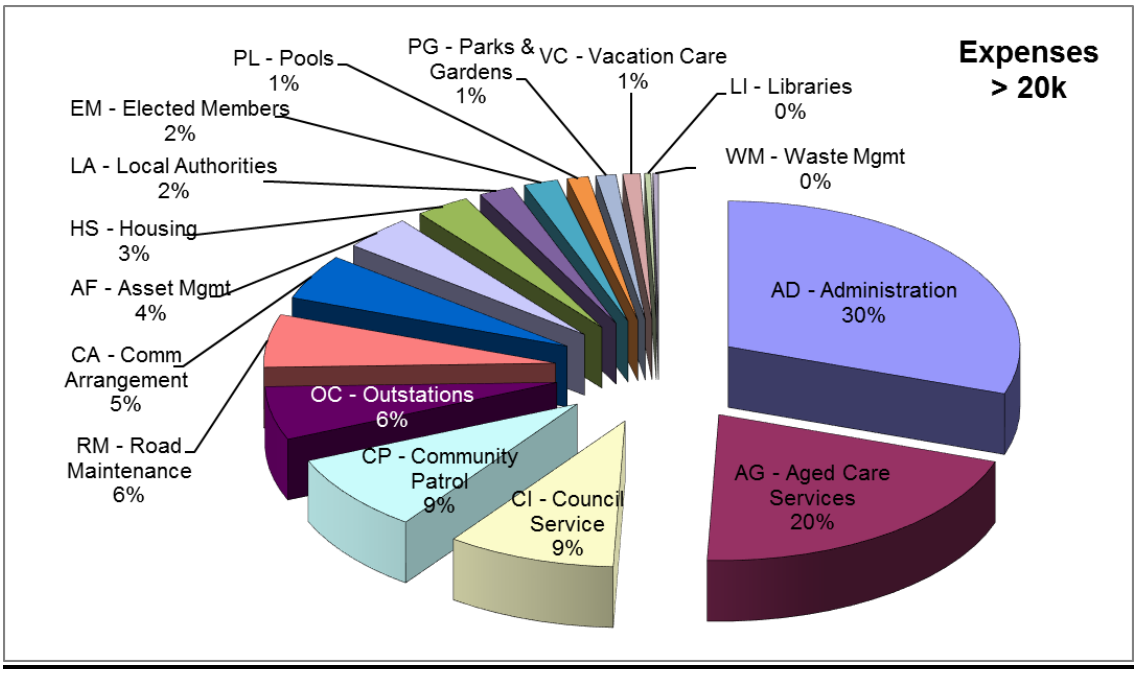
Expenses

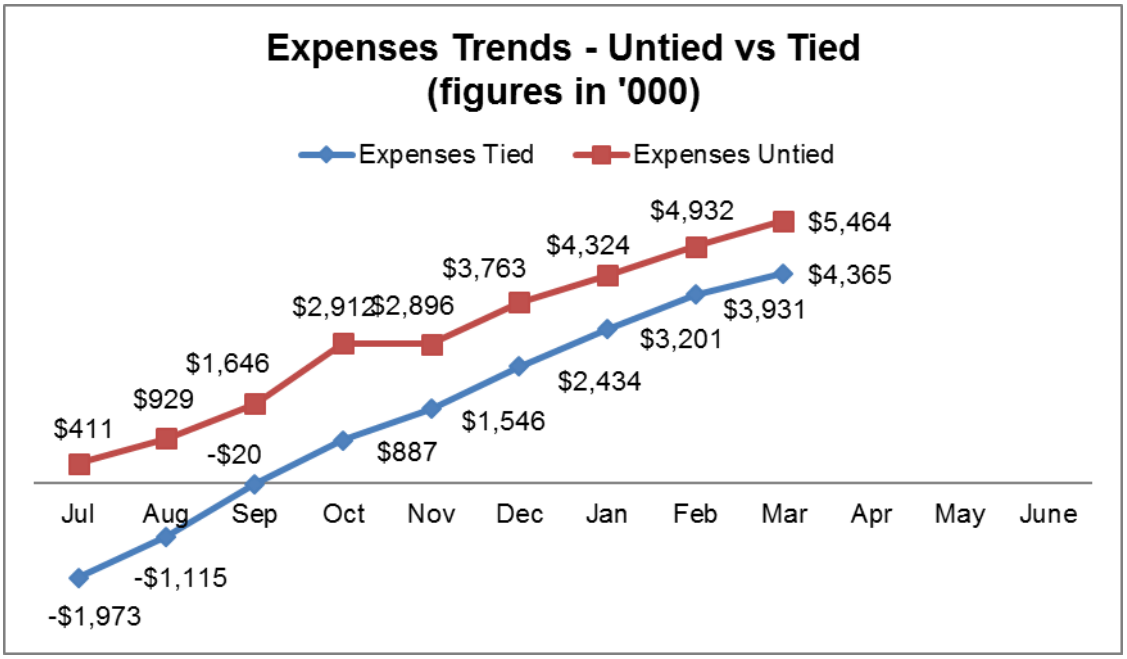
Council spent $5.3M for employee, $183k for Councillors expenses, $4.4M for operations and $1.4M for unfunded depreciation expenses.

Employee Expenses	Councillors Expenses	Operating Expenses	Depreciation	Total Expenditure
5,274,229	183,191	4,371,478	1,384,296	11,213,195



Expenses – Program





Local Authority

Location	Actual	Commitments	Total Actual	Annual Budget	Funds Available
300 - Nganmarriyanga	(60,044)	0	(60,044)	5,344	65,388
400 - Peppimenarti	(34,534)	4,545	(29,989)	2,616	32,605
700 - Wadeye	(733,856)	38,750	(695,106)	2,618	697,724
	(828,435)	43,295	(785,139)	10,578	795,717

18/19	Balance b/f-17/18	Income	Expenses	Commitments	Balance
300 - Palumpa	46,347	58,050	39,009	-	65,388
400 - Peppimenarti	25,079	25,920	13,849	4,545	32,605
700 - Wadeye	476,423	385,370	125,318	38,750	697,724
	547,848	**469,340**	**178,176**	**43,295**	**795,716**

Outstations

Remediated Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
	0	0	0	0	
382 - Deleye Septic T	(15,000)	0	(15,000)	0	15,000
383 - Uminyuluk Septi	(15,000)	0	(15,000)	0	15,000
393 - Merrepen W/Tank	(10,500)	0	(10,500)	0	10,500
394 - Uminyuluk Water	(11,000)	0	(11,000)	0	11,000
395 - Perrederr Water	(51,000)	0	(51,000)	0	51,000
396 - Uminyuluk Solar	(1,140)	0	(1,140)	0	1,140
397 - Perrederr Solar	(15,140)	0	(15,140)	0	15,140
704 - NTG MES Funding	19,108	120,934	140,042	0	(140,042)
705 - NTG HMS	(73,812)	15,428	(58,383)	0	58,383
720 - NT Jobs Package	(142,049)	0	(142,049)	0	142,049
725 - Homelands Extra	(231,267)	2,027	(229,240)	0	229,240
742 - Deleye Solar/Ba	0	0	0	0	
743 - Fossil Head Pow	(18,666)	0	(18,666)	0	18,666
744 - Fossil Head Sol	(4,241)	4,241	0	0	
745 - Uminyuluk Sewer	(1,500)	1,500	0	0	
746 - Ablution Block	(8,417)	0	(8,417)	0	8,417
747 - Grading of inte	(776)	776	0	0	
748 - Kuy New Water T	0	0	0	0	
749 - Nemarluk Water	0	0	0	0	
750 - Fossil Head Abl	(20,000)	21,022	1,022	0	(1,022)
762 - Mob Booster Sys	(1,232)	0	(1,232)	0	1,232
763 - Deleye New Ablu	(75,000)	0	(75,000)	0	75,000
764 - Mulingi New Abl	(75,000)	0	(75,000)	0	75,000
	(751,632)	165,929	(585,703)	0	585,703

704 - NTG - Municipal and Essential Services Funding (MES)

Location Name	Sum of Expenses	Sum of Revenue	Commitments	Balance
Nama	255,006	278,127	5,530	-17,591
Wudapuli	351,700	381,131	56,506	27,075
Nemarluk	305,642	287,447	0	18,195
Merrepen	246,367	244,818	37,223	38,771
Deleye	147,124	117,891	0	29,233
Uminyuluk	80,615	81,608	525	-468
Mulingi	97,269	99,776	8,873	6,367
Perreder	64,616	54,740	0	9,876
Sabina	8,602	9,016	0	-414
Wudaduk	36,971	22,701	177	14,447
Fossil Head	176,137	168,397	0	7,741
Kuy	137,757	144,536	12,100	5,322
Old Mission	158,568	153,874	0	4,694
Redcliffe	19,393	22,598	0	-3,205
Grand Total	**2,085,767**	**2,066,659**	**120,934**	**140,042**

705 - NTG - Housing Maintenance Services (HMS)

Location Name	Sum of Expenses	Sum of Revenue	Commitments	Balance
Nama	10,032	10,465	152	-281
Wudapuli	50,454	61,349	607	-10,288
Nemarluk	99,576	100,566	910	-79
Merrepen	76,602	100,565	10,129	-13,835
Deleye	46,816	50,445	598	-3,030
Deleye House 5	28,175	28,175	0	0
Uminyuluk	32,764	35,279	303	-2,212
Mulingi	37,347	39,350	303	-1,700
Perreder	16,565	22,520	303	-5,652
Sabina	3,496	3,715	152	-67
Wudaduk	8,845	9,345	152	-348
Fossil Head	58,610	67,044	607	-7,827
Kuy	57,392	59,281	455	-1,433
Old Mission	57,142	66,831	607	-9,083
Redcliffe	6,784	9,483	152	-2,547
Grand Total	**590,601**	**664,413**	**15,428**	**-58,383**

725 - NTG - Homelands Extra Allowance (HEA)

Location Name	Sum of Debit	Sum of Credit	Commitments	Balance
Wudapuli	0	0	0	0
Wudapuli House 4	600	6,000	0	-5,400
Wudapuli House 1	600	6,000	0	-5,400
Nemarluk	0	3,358	0	-3,358
Nemarluk House 1	29,254	37,600	0	-8,346
Nemarluk House 2	16,200	21,600	0	-5,400
Nemarluk House 3	15,600	15,600	0	0
Nemarluk House 4	21,261	27,200	0	-5,939
Nemarluk House 5	16,460	27,200	0	-10,740
Nemarluk House 6	26,800	37,600	0	-10,800
Merrepen	0	3,358	0	-3,358
Merrepen House 1	15,600	15,600	0	-0
Merrepen House 2	20,615	31,600	0	-10,985
Merrepen House 3	16,200	21,600	0	-5,400
Merrepen House 4	23,646	31,600	0	-7,954
Merrepen House 5	9,491	16,000	0	-6,509
Merrepen House 6	25,287	31,600	0	-6,313
Merrepen House 7	25,287	31,600	0	-6,313
Deleye	560	560	0	0
Deleye House 2	10,000	10,000	0	0
Deleye House 3	600	6,000	0	-5,400
Deleye House 4	31,645	31,600	0	45
Deleye House 5	16,600	22,000	0	-5,400
Uminyuluk	88	1,119	0	-1,031
Uminyuluk House 1	31,300	37,600	0	-6,300
Uminyuluk House 2	31,887	37,600	0	-5,713
Uminyuluk House 3	600	6,000	0	-5,400
Mulingi	0	1,119	0	-1,119
Mulingi House 1	32,200	37,600	0	-5,400
Mulingi House 2	30,600	37,600	0	-7,000
Perrederr	0	0	0	0
Perrederr House 1	600	6,000	0	-5,400
Perrederr House 4	6,100	12,000	0	-5,900
Perrederr House 5	600	6,000	0	-5,400
Perrederr House 6	6,100	12,000	0	-5,900
Perrederr House 8	600	6,000	0	-5,400
Fossil Head	0	2,239	2,027	-212
Fossil Head House 1	15,600	15,600	0	0
Fossil Head House 2	16,200	21,600	0	-5,400
Fossil Head House 3	16,800	27,600	0	-10,800
Fossil Head House 4	15,600	15,600	0	0
Fossil Head House 9	0	0	0	0
Kuy	0	1,119	0	-1,119
Kuy House 1	15,600	15,600	0	0
Kuy House 5	600	6,000	0	-5,400
Kuy House 7	16,200	21,600	0	-5,400
Old Mission	0	1,119	0	-1,119
Old Mission House 1	14,274	22,000	0	-7,726
Old Mission House 2	30,492	37,600	0	-7,108
Old Mission House 3	0	0	0	0
Old Mission House 4	32,181	37,600	0	-5,419
Redcliffe	0	0	0	0
Redcliffe House 1	5,400	12,000	0	-6,600
	641,927	**873,193**	**2,027**	**-229,240**

Council Variance Analysis – Income

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	% Variance	Explanation
Council Funds						
Tied						
CA	Commercial Arrangement	(187,372)	(188,704)	1,332	-0.7%	Income as expected
HS	Housing - Staff	(201,350)	(201,350)	0	0.0%	Income as expected
RM	Road Maintenance	(456,145)	(456,140)	(5)	0.0%	Income as expected
SG	Special Purpose	(610,170)	(622,046)	11,876	-1.9%	Income as expected
	Council funds tied sub-total	(1,455,037)	(1,468,240)	13,203	-0.9%	
Council Funds						
Untied						
AD	Administration	(2,621,516)	(2,686,141)	64,625	-2.4%	Gain from sale of assets were recorded under Asset Management (AF)
AF	Asset Management	40,480	(1,206)	41,686	-3456.5%	Increase in number of disposed assets sold at lower than written down values.
CA	Commercial Arrangement	(534,856)	(440,676)	(94,180)	21.4%	Increase in revised airport contract rates; Mar 2019 lease charges not yet charged.
CF	Council Fund	(889,670)	(885,490)	(4,180)	0.5%	Income as expected
HS	Housing - Staff	(21,070)	(20,088)	(982)	4.9%	Increase in number of staff provided with housing accommodation than budgeted.
PL	Pools	(9,091)	(6,822)	(2,269)	33.3%	Actual amount charged was higher.
RM	Road Maintenance	(780,797)	(1,160,360)	379,563	-32.7%	3rd quarter FAA Roads grant was received during the period instead of early payment for next financial year as budgeted.
WM	Waste Management	(528,283)	(525,640)	(2,643)	0.5%	Income as expected
	Council funds untied sub-total	(5,344,803)	(5,726,423)	381,620	-6.7%	
	Council funds sub-total	(6,799,840)	(7,194,663)	394,823	-5.5%	

Council Variance Analysis – Income (continued)

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	% Variance	Explanation
Agency Funds						
Tied						
AG	Aged Care Services	(1,908,353)	(2,351,091)	442,738	-18.8%	Additional growth round amounting to $14K for CHSP received but 3rd Qtr 18/19 funding of $145K is not yet received; 4th Qtr NATSIFACP amounting to $350K is not yet received; There is also a grant adjustment (AG807) made amounting to $29K in relation to grant refund to the Department.
CP	Community Patrol	(632,760)	(949,140)	316,381	-33.3%	3rd and 4th Qtr Community Night Patrol is not yet released. Actual grant received for 1st and 2nd Qtr is about $80k higher than budgeted.
CZ	Capital P/P	(1,614,305)	(1,344,312)	(269,993)	20.1%	$270K funding reallocated from MESSPG - OC704 for purchase of mini fleet.
ES	Essential Services	(151,216)	(238,260)	87,044	-36.5%	Jobs Funding to Homelands Jobs 2nd release is not yet received; Actual amount of grant received on the first release is also lower than expected.
LA	Local Authorities	(1,016,188)	(1,016,190)	2	0.0%	Income as expected
LI	Libraries	(100,750)	(100,750)	0	0.0%	Income as expected
OC	Outstations	(1,183,117)	(1,796,080)	612,963	-34.1%	Current year grants received is lower than expected; $288K reallocated to other tied accounts to purchase various capital assets under MESSPG.
VC	Vacation Care	(112,766)	(41,086)	(71,680)	174.5%	Actual grant received for Wadeye Vacation Care Project is higher than expected.
	Agency funds sub-total	(6,719,455)	(7,836,909)	1,117,454	-14.3%	
Total before Internals and Depreciation		**(13,519,295)**	**(15,031,572)**	**1,512,277**	**-10.1%**	

Council Variance Analysis – Expenses

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance	% Variance	Explanation
Council Funds						
Tied						
CA	Commercial Arrangement	92,232	137,740	(45,508)	-33.0%	Savings from decrease in utilities and overall employee-related costs
HS	Housing - Staff	22,525	151,011	(128,486)	-85.1%	Project not yet started
RM	Road Maintenance	433,030	342,099	90,931	26.6%	Actual expenses incurred for Palumpa Black Spot is higher than expected by about $58K; and Roads to Recovery is higher by about $71K.
SG	Special Purpose	88,935	329,900	(240,965)	-73.0%	Public bus is not in operation; cost relates to hired bus driver
	Council funds tied sub-total	636,723	960,750	(324,028)	-164.6%	
Council Funds						
Untied						
AD	Administration	2,936,821	3,072,419	(135,598)	-4.4%	Expenses as expected
AF	Asset Management	1,755,454	1,464,471	290,983	19.9%	Increase in asset-related costs due to recent capital purchases; as well as increase in repairs and maintenance of older assets.
CA	Commercial Arrangement	396,631	501,433	(104,802)	-20.9%	Decrease in employee wages due to staff movements and repairs and maintenance costs.
CI	Council Service	907,592	877,110	30,482	3.5%	Salaries & wages as expected; slight increase in fuel and R&M related expenses not expected to be incurred.
EM	Elected Members	183,191	188,891	(5,700)	-3.0%	Less travels made and related allowances paid; Also less Extra Meetings held
HS	Housing - Staff	270,105	318,726	(48,621)	-15.3%	Decrease in repairs & maintenance expenses offset by increase in utilities.
PG	Parks and Gardens	108,232	110,259	(2,027)	-1.8%	Expenses as expected
PL	Pools	114,674	123,997	(9,323)	-7.5%	Timing difference
RM	Road Maintenance	137,195	181,017	(43,822)	-24.2%	Road repairs either not yet billed or not yet completed; Street lighting invoices from January 2019 not yet received from PowerWater.
TR	Training & Devp	(1,719)	7,560	(9,279)	-122.7%	Aerodrome trainings reallocated to Airport Maintenance (CA201).
WM	Waste Management	29,249	31,698	(2,449)	-7.7%	Expenses as expected
WS	Work Health and Safety	6,136	12,879	(6,743)	-52.4%	Less uniforms and PPE purchased than expected
	Council funds untied sub-total	6,843,561	6,890,460	(46,899)	-236.6%	
	Council funds sub-total	7,480,284	7,851,210	(370,926)	-401.2%	

Council Variance Analysis – Expense continued

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance	% Variance	Explanation
Agency Funds						
Tied						
AG	Aged Care Services	1,981,524	1,492,662	488,862	32.8%	Overspent due to cost of outsourced services.
CP	Community Patrol	839,472	869,930	(30,458)	-3.5%	Expenses as expected
CZ	Capital P/P	13,553	1,111,775	(1,098,222)	-98.8%	Funds yet to be spent
ES	Essential Services	9,167	177,213	(168,046)	-94.8%	Funds yet to be spent
LA	Local Authorities	183,335	762,147	(578,812)	-75.9%	Committed projects not yet completed and/or invoiced.
LI	Libraries	33,152	49,621	(16,469)	-33.2%	Library employee work hours is less than budgeted.
OC	Outstations	574,310	1,347,102	(772,792)	-57.4%	Projects not yet completed/started.
SR	Sport and Rec	663	0	663	100.0%	Installation of Bollards
VC	Vacation Care	93,315	61,641	31,674	51.4%	Unspent Grant for VC805 was refunded amounting to $58K, while actual expense in VC808 is lower by about $26K.
	Agency funds tied sub-total	3,728,492	5,872,091	(2,143,599)	-179.5%	
Agency Funds						
Untied						
LA	Local Authorities	4,419	7,929	(3,510)	-44.3%	No meetings held since November 2018
	Agency funds untied sub-total	4,419	7,929	(3,510)	-44.3%	
	Agency funds sub-total	3,732,910	5,880,020	(2,147,110)	-223.7%	
Total before Internals and Depreciation		**11,213,195**	**13,731,230**	**(2,518,036)**	**-625.0%**	

Impact for Council

Reporting requirement complained with Local Government Act.

Recommendation

1. **That Council receives and notes Financial Report for March 2019.**

Attachments

1 Trial Balance - March 2019.pdf

West Daly Regional Council
Trial Balance
As at 31st March 2019

Description	Closing Balances 31st March 2019
BALANCE SHEET	
Current Assets	
11110 - Cash at Bank Operational	85,169
11130 - Cash at Bank High Interest Savings	1,847,506
11210 - Petty Cash- Cash on Hand	1,000
12110 - Cash & BankTerm Deposit	4,000,000
13110 - Receivables P&R Rates General	73,965
13140 - Receivables P&R Waste Collection General	27,508
13210 - Receivables CONTROL ACCOUNT	335,507
13230 - Receivables Accrued Income	14,579
13240 - Receivables GST PAID	77,438
13270 - Receivable - Rental Bond	8,000
14120 - Inventory Fuel and Oil General	27,524
14125 - Inventory - Workshop	106,551
15100 - Prepayments General	4,158
15180 - Prepayment - Fringe Benefits Tax	12,951
19100 - PowerWater Oncharge	11,198
19210 - Asset Disposal Clearing Account	(5,862)
Total Current Assets	**6,627,195**
Non Current Assets	
36210 - Acquisition of Buildings	14,729,505
36220 - Accumulated Depreciation of Buildings	(4,532,234)
36310 - Acquisition of Road Infrastructure	3,377,270
36320 - Accumulated Depreciation of Road Infrastructure	(1,762,388)
36410 - Acquisition of Plant & Equipment	1,752,253
36420 - Accumulated Depreciation of Plant & Equipment	(1,083,198)
36510 - Acquisition of Structures	344,983
36520 - Accumulated Depreciation of Structures	(198,445)
36610 - Acquisition of Furniture, Fittings & Office Equip	85,213
36620 - Accum Depreciation of Furniture, Fittings & Office Equip	(83,386)
36710 - Acquisition of Motor Vehicles	1,668,591
36720 - Accumulated Depreciation of Motor Vehicles	(1,053,761)
36810 - Acquisition of Site Improvements	957,754
36820 - Accumulated Depreciation of Site Improvements	(492,416)
37210 - WIP Building Additions - Current Year	0
37290 - Exp Offset Transfer to Acq Buildings	0
37410 - WIP Plant & Equipment - Additions Current year	267,111
37420 - WIP Upgrade Plant & Equipment	0
37610 - WIP Furn, Fittings & Office Equip - Additions current year	0
37710 - WIP Motor Vehicles - Additions Current year	0
Total Non Current Assets	**13,976,853**
TOTAL ASSETS	**20,604,048**
Current Liabilities	

West Daly Regional Council
Trial Balance
As at 31st March 2019

Description	Closing Balances 31st March 2019
22210 - Payables CONTROL ACCOUNT	(56,888)
22220 - Payables Accrued Expenditure	0
22230 - Payables PAYG WITHHELD	(80)
22240 - Payables GST COLLECTED	(10,332)
22280 - Payables Others	(299)
22285 - Credit Card Clearing Account	2,224
22300 - Council Rates Received in Advance	0
23120 - Current Provisions Employees Annual Leave	(223,777)
23130 - Current Provisions Employees Long Service Leave	(112,163)
23131 - Current Provisions Time Off in Lieu	663
23910 - Unexpended Grants to be Repaid	(345,876)
26220 - Outstation Sub Ledger Control Account	0
Total Current Liabilities	**(746,528)**
Non Current Liabilities	
43130 - Non-Current Provision Employee Long Service Leave	(45,519)
Total Non Current Liabilities	**(45,519)**
TOTAL LIABILTIES	**(792,047)**
NET ASSETS	**19,812,001**
Equity	
51110 - Accumulated Surplus Deficit	(20,236,032)
PY Grants - c/f adjustment	3,146,942
Unspent Grants	(2,722,911)
Total Equity	**(19,812,001)**
TOTAL EQUITY	**(19,812,001)**
CHECK	**0**
INCOME AND EXPENDITURE	
Income	
61110 - Garbage General	(527,229)
61130 - Agency Income	(12,488)
61140 - Council Rates	(889,670)
61160 - Rent Employee Housing	(21,070)
61170 - Rent and Leases Property	(150,003)
61180 - Fuel Rebate Income	(16,440)
61200 - Hire of Council Assets	(38,938)
61210 - Interest Received	(102,260)
61900 - Rates and Fees CLEARING	0
62100 - NTG - Operational Grants	(2,650,577)
62110 - NTG Special Purpose Grants (Operational)	(1,015,017)
62120 - NTG - Capital Grants	(1,225,841)

West Daly Regional Council
Trial Balance
As at 31st March 2019

Description	Closing Balances 31st March 2019
62200 - Aust Gov - Operational Grants	(3,672,320)
62210 - Aust Gov - Capital Grants	(402,890)
62500 - Income - Contribution	(150,535)
62900 - Grant Income Adjustment	(10,411)
63100 - Period Contracts - Airports	(148,275)
63110 - Period Contracts Other	(131,093)
63120 - Repairs & Maintenance - Airports	(1,786)
63130 - Landing Fee Income	(126,001)
63200 - Commercial Services Income	(88,891)
63300 - Fuel Sales - Diesel / ULP (to 3rd party customers)	(203)
63500 - Other Current Income	(121,512)
67120 - Profit / Loss on Disposal of Buildings	79,786
67140 - Profit / Loss on Disposal of Plant & Equipment	15,727
67160 - Profit / Loss on Disposal of Motor Vehicles	(33,399)
68940 - Grant Income Opening Balance Brought Forward (Cr)	(2,077,960)
TOTAL REVENUE	**(13,519,295)**
Expenditure	
71110 - Salary Normal	2,889,718
71120 - Salary Overtime	86,179
71130 - Salary Allowances	172,337
71140 - Sick Leave	50,852
71150 - Other Leave	8,143
71170 - Workers Compensation	44,791
71210 - Travel Allowance - Meals and Incidentals	20,514
71220 - Travel Allowance - Mileage	7,299
71230 - Accommodation	15,175
71240 - Fares - Air/Road	28,765
71250 - Taxi/Hire Car Fares	1,888
71410 - Superannuation	309,993
71510 - Annual Leave	290,693
71520 - Long Service Leave	38,628
71531 - TOIL	21,361
71540 - Office Uniforms	5,732
71550 - Personal Protective Equipment	5,242
71560 - Recruitment & Relocation	8,260
71570 - Training	14,022
71575 - Screening and License Checks	447
71580 - Professional Development	11
71585 - Counselling and Rehabilitation	987
71600 - Office Amenities	9,681
71601 - Outsourced Services	1,243,512
72100 - Councillors Electoral Allowances	144,724
72110 - Councillors Extra Meeting Allowances	5,653
72210 - Councillors Travel Allowance - Meals and Incidentals	9,412
72230 - Councillors Accommodation	7,394

West Daly Regional Council
Trial Balance
As at 31st March 2019

Description	Closing Balances 31st March 2019
72240 - Councillors - Fares Air / Road	6,822
72540 - Councillors Uniform	480
73115 - Administration Fees	345,718
73120 - Advertising	5,519
73130 - Audit Expenses (external)	3,660
73140 - Levy, Fees and Charges	22,061
73150 - Cleaning Products and Contractors	41,945
73160 - Conferences, Seminars and Ceremonies	1,664
73200 - Consulting Fees	341,201
73220 - Council Contributions	28,461
73230 - Utilities - Electricity	78,342
73240 - Utilities - Water & Sewerage	100,253
73260 - Hire of Plant, Equipment and Motor Vehicles	13,231
73290 - Licenses and Registrations - MV & PE	28,514
73321 - Health and Safety Expenses	49,583
73330 - Catering - Council, Committees, Seminars	5,354
73332 - Consumable Items	78,228
73333 - Food (Aged Care purpose only)	76,640
73340 - Operating Leases - MV, Plant & Equipment	8,639
73343 - Operating Leases Office Equipment	4,095
73344 - Operating Leases Property	275,790
73350 - Printing, Postage (stamps) & Stationery	20,901
73400 - Subscriptions and Memberships	21,680
73450 - Street Light Maintenance	3,599
73460 - Street Light Electricity Payments	9,892
73511 - Freight Expenses	123,884
73531 - Fuel Diesel /ULP	170,399
73540 - Insurance Premiums	373,593
73542 - Insurance Excess/ Payout Expense - MV/ P&E	500
73800 - Contractor Materials and Labour	729,931
73830 - Repairs & Maintenance Plant (Small Plant Items)	32,973
73831 - Repairs & Maint MV & PE - Tyres	22,638
73832 - Repairs & Maint MV & PE - Servicing	12,691
73833 - Repairs & Maint MV & PE - Others	139,738
73834 - Repairs & Maintenance Roads	106,628
73836 - Repairs & Maintenance Buildings	391,199
73841 - Contractors Electrical	36,010
73842 - Contractors Plumbing/Gas	2,469
73844 - Contractors Pest Control	7,129
74110 - Depreciation - Building	721,293
74120 - Depreciation - Road Infrastructure	166,526
74130 - Depreciation - Plant & Equipment	172,155
74140 - Depreciation - Structures	28,499
74150 - Depreciation - Furniture, Fittings & Office Equip	8,119
74160 - Depreciation - Motor Vehicles	213,346
74170 - Depreciation - Site Improvements	74,358
74600 - ICT - Phone/Fax/Internet	166,762

West Daly Regional Council
Trial Balance
As at 31st March 2019

Description	Closing Balances 31st March 2019
74610 - ICT Satellite Telephone	25,788
74620 - ICT Mobile/ Modem Telephone	23,219
74630 - ICT - Consultants / Service Providers	157,339
74640 - ICT Software	4,019
74650 - ICT Hardware < $5,000	487
74740 - Materials Roadbase/Gravel	7,813
74760 - Materials - Furniture & Office Equipment	10,027
74770 - Materials - Tools	31,305
74780 - Materials Minor Assets < $5,000	103,934
74781 - OutStation Assets - P& E	36,399
74790 - Sports Equipment - Inc Uniforms, trophys etc	5,941
79000 - Small Balances Written Off	(1)
79020 - Committee Sitting Fees	4,410
79050 - Grants Returned - Unexpended	87,477
79080 - Write Off Expenses (Other than Assets)	516
TOTAL EXPENDITURE	**11,213,195**
ReAllocations	
91140 - Materials & Services Recovery	(71,092)
91210 - Plant and Vehicle Cost Alloc	763,860
91220 - Property Lease Cost Allocation	1,059,750
91500 - Insurance Cost Recovery	0
91510 - Plant & Vehicle Cost Recovery	(763,860)
91520 - Property Lease Cost Recovery	(1,059,750)
91910 - Administration Fees Cost Allocation	(345,718)
99999 - Suspense DO NOT POST TO THIS ACCOUNT	0
TOTAL REALLOCATIONS	**(416,810)**
NET SURPLUS	**(2,722,911)**

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 3

Prepared by **Ramesh Pudasaini, Senior Financial Consultant**

FY 19-20 BUDGET - PROCESS AND TIMETABLE

Purpose

The West Daly Regional Council's has commence its budget process for the 2019/20 financial year with a view of delivering a fully funded, realistic budget (both tied and untied) by the end of June 2019. The purpose of this report is to advise the key milestones of the budget process to ensure the deliverables are met.

Background

The construction of the 2019/20 budget has commence in March 2019 with a view of having a final budget to present to Council by the end of June 2019. The underlying principle of the 2019/20 budget is to ensure that all operational and capital budgets (Tied and Untied) are resourced adequately with an expectation that there will be minimal unspent budget carry forwards into the 2020/21 financial year.

In starting the 2019/20 budget, a review of the current year's budget is underway to determine if there is capacity to deliver the nominated programs (both tied and untied) by 30 June 2019. If adjustment required in current budget which will be recorded through the Budget Review process and incorporated into the 2019/20 budget.

Below are the milestones that need to be achieved in order to deliver the 2019/20:

<u>2019/20 Budget Milestones</u>

- YTD Budget review – 13 March 2019
- Week commencing 18 March 2019 – Staff Budget Review for FY 19/20
- Week Commencing 25 March 2019 – Staff Budget discuss with Managers and senior staffs
- Week Commencing 1 April 2019 – Budged Positions for FY 19/20 agreed with CSM and Managers.
- Week Commencing 1 April 2019 - Current year expenditure are being distributed to Managers for review and request to create draft budget for FY19/20.
- By 12 April 2018 - Draft Fees and Charges will be returned to Finance.
- Week commencing 15 April – 2nd Draft Tied and Untied Budgets are being distributed to Managers for review.
- By 23 April 2019 - Draft budget documents to be returned to Finance.

- April Council meeting – Rates and Charges for FY 19/20 will be discuss with council and feedback from council will be implemented in draft Budget.
- Week Commencing 6 May 2019 - Draft Budget considered by Senior Managers, CSM and Program Managers
- May council meeting – consultation and presentation of Draft Budget to Council.
- May 2019 – Draft budget will be published for 21 days Public consultation.
- May / June - Feedback will be collected and discuss.
- June Council Meeting – Final Budget will be presented to council for approval as part of Regional Plan 2019/20, which also includes Rates, Fees & Charges for FY 19/20.

Impact for Council

Budget preparation process explained to Council.

Recommendation

That Council received and noted the budget process and time table for 2019-20.

Attachments

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 4

Prepared by **Ramesh Pudasaini, Senior Financial Consultant**

CEO Certificate - Regulation 24(1) of Local Government (Accounting) Regulation for FY 2019-20

Purpose

Report is to provide Council for information as part of the compliance steps required to complete before adopting the annual Council Budget.

Background

As part of the annual Council Budget process each year, Section 24 (1) of the Local Government (Accounting) Regulations requires that the Chief Executive Officer (CEO) must:

(a) Check all available records to ensure that all rateable land is recorded in the assessment record; and

(b) Certify to the Council that, to the best of the CEO's knowledge, information and belief, the assessment record is a comprehensive record of all rateable and within the area.

Attached to this report is the CEO Certificate dated 30 April 2019 that details this compliance requirement for Council for the FY 2019/20 Budget.

Impact for Council

Compliance with Local Government Accounting Regulation by certifying before Council adopt budget for the FY 2019/20.

Recommendation

1. **That Council receives the report.**

Attachments

1 CEO Certification.pdf

WEST DALY
Regional Council

Certificate in Terms of Regulation 24 (1) of the Local Government (Accounting) Regulations

This is to certify that assessments numbered 1 to 741 declared pursuant to *Sections 155-157 of the Local Government Act.* are recorded in the assessment record and to the best of my knowledge, information and belief the assessment record is a comprehensive record of all rateable land within the West Daly Regional Council.

Signed .....

Chief Executive Officer

Dated at Darwin this 24 Day of April 2019

Section 24 of the Local Government (Accounting) Regulations states that the above certification must be made before a Council adopts its budget.

GPO Box 3775 DARWIN NT 0801 | Ph: 08 8978 2355
| Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574

Name (Enquiry)

Name ID	Name Type	Name	Status	Default Postal Address	ABN
1	Business	Dept. of Local Government Housing and Community Development	Current	GPO Box 4621 Darwin NT 0801	
2	Business	Daly River/Port Keats Aboriginal Land Trust	Current	C/- Northern Land Council 45 Mitchell Street DARWIN, NT 0801	75482485318
3	Business	Deewin Kirim Aboriginal Corporation	Current	PMB 192 WINNELLIE NT 0822	52545384604
4	Business	Dept. of the Prime Minister and Cabinet	Current	PO Box 6500 CANBERRA ACT 2600	
5	Business	Catholic Church Of The Diocese Of Darwin Property Trust	Current	GPO Box 476 Darwin NT 0801	
8	Business	Murin Association Incorporated	Current	GPO Box 1777 Darwin NT 0801	65081674582
9	Business	Murrinhpatha Nimmipa Store	Current	PMB 212 WINNELLIE NT 0822	64030034809
10	Business	Northern Land Council	Current	GPO Box 1222 Darwin NT 0801	56327515336
11	Business	Department of Education	Current	PO Box 43475 CASUARINA NT 0811	
12	Business	Our Lady of The Sacred Heart Catholic College	Current	Po Box 219 Berrimah NT 0828	
13	Business	Palngun Wurnangat Association	Current	C/- Post Office Wadeye NT 0822	67353098819
14	Business	Palumpa Station	Current	CMB 30 PALUMPA WINNELLIE NT 0822	64009600524
15	Business	Peppimenarti Club Association	Current	GPO Box 3239 Darwin NT 0801	75221095083
16	Business	Peppimenarti Store Association	Current	PMB 186 Winnellie NT 0822	50934625764
17	Business	Indigenous Essential Services	Current	GPO Box 1921 Darwin NT 0801	
18	Business	Norforce NT	Current	C/- Jones Lang LaSalle GPO Box 2068 CANBERRA ACT 2601	
19	Business	Telstra Corporation Limited	Current	C/- Jones Lang LaSalle Locked Bag 3 Hutt Street SOUTH AUSTRALIA SA 5000	
20	Business	Thamarrurr Development Corporation	Current	GPO Box 3119 Darwin NT 0801	54124789493
21	Business	West Daly Regional Council	Current	GPO Box 3775 DARWIN NT 0801	
22	Business	Australian Government Dept. of Human Services	Current	Reply Paid 7800 CANBERRA BC ACT 2610	90794605008
23	Business	N.T. Police Fire And Emergency Services	Current	Po Box 320 KATHERINE NT 0851	
25	Business	Top End Health Service (PHC)	Current	PO Box 43475 CASUARINA NT 0811	67234261446
26	Business	Durrmu Arts Aboriginal Corp.	Current	PMB 56 Via WINNELLIE NT 0822	12711395512
28	Business	Nganmarriyanga School Council Inc.	Current	Po Box 41371 CASUARINA NT 0811	14834291275
30	Business	Nganmarriyanga Store Pty Ltd	Current	GPO Box 3825 DARWIN NT 0810	83214067267
31	Business	Kardu Diminin Corporation Ltd	Current	GPO Box 1900 DARWIN NT 0801	70156257180
33	Business	NT General Practice Education	Current	PO Box U179, CDU CASUARINA NT 0815	28099735672

33

Attachment 1

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30/04/2019 12:00:00 AM

Report for Agenda Item No 5

Prepared by **Kristine Matienzo, Grants Manager**

Commonwealth Home Support Programme (CHSP) Deed of Variation in relation to Agreement ID 4-7SAKDR9

Ordinary Council at its meeting on 20 March 2019 resolved that the matter be deferred to the meeting to be held on 30 April 2019.

Purpose

To seek Council's approval to apply the common seal to Commonwealth Home Support Programme Deed of Variation in relation to Agreement ID 4-7SAKDR9 between the Commonwealth as represented by Department of Health and West Daly Regional Council.

The amendment will take effect from 07/03/2019, the Agreement is amended to add the funding for 2019-2020 Financial Year amounting to $600,531.90.

The purpose of the Grant is to deliver Activities in accordance with the objectives of the Commonwealth Home Support Programme.

Total Funding for CHSP for 2018-2020 is $1,201,063.80, the parties have agreed to amend the Agreement on the Terms and Conditions contained in the Deed. The Activity ends on 30 June 2020 and the Agreement ends on 30 November 2020 or when the Grantee has provided all of the reports and repaid any grant amount as required under the Agreement.

Recommendation

1. **That Council accepts the Deed of Variation and approves the use of the common seal on Commonwealth Home Support Programme Deed of Variation in relation to Agreement ID 4-7SAKDR9.**

Attachments

1 Deed of Variation
2 Standard Agreement - Extract
3 CHSP Activity Work Plan 2018-2020

Australian Government

Department of Health

Deed of Variation in relation to Agreement ID 4-7SAKDR9

1. Date

This Deed is made on 07/03/2019.

2. Parties

This Deed is made between:

1. The Commonwealth, as represented by Department of Health, ABN 83 605 426 759 (the 'Commonwealth'); and
2. West Daly Regional Council, ABN 25 966 579 574 (the 'Grantee').

3. Context

A. The Parties entered in an agreement on 1 July 2018 under which the Commonwealth gave a Grant of $1,201,063.80 (GST exclusive) to the Grantee for Commonwealth Home Support Programme (the 'Agreement').
B. The Parties have agreed to amend the Agreement on the Terms and Conditions contained in this Deed.

4. Amendments

With effect from 07/03/2019, the Agreement is amended:

Program	Activity Name	Grant Amount (excl. GST)	SACS* (excl. GST)	GST (if applicable)	Total (incl. GST)
Home Support	**Personal Care - Community and Home Support - 4-7WBJSPB**	$52,266.70	$0.00	$0.00	$52,266.70
Home Support	**Transport - Community and Home Support - 4-7WBJSY2**	$76,835.66	$0.00	$0.00	$76,835.66
Home Support	**Domestic Assistance - Community and Home Support - 4-7WBJT8H**	$100,667.52	$0.00	$0.00	$100,667.52
Home Support	**Flexible Respite - Care Relationships and Carer Support - 4-7WBNYF6**	$4,336.48	$0.00	$0.00	$4,336.48

Home Support	**Meals - Community and Home Support - 4-7WBNYSD**	$424,021.82	$0.00	$0.00	$424,021.82
Home Support	**Other Food Services - Community and Home Support - 4-7WBR1GO**	$9,964.50	$0.00	$0.00	$9,964.50
Home Support	**Social Support - Group - Community and Home Support - 4-7WBR1Q9**	$386,634.02	$0.00	$0.00	$386,634.02
Home Support	**Social Support - Individual - Community and Home Support - 4-7WBR1YQ**	$146,337.10	$0.00	$0.00	$146,337.10
	TOTAL	$1,201,063.80	$0.00	$0.00	$1,201,063.80

5. Entire agreement and interpretation

5.1 The parties confirm all the other provisions of the Agreement and, subject only to the amendments contained in this Deed, the Agreement remains in full force and effect.

5.2 This Deed and the Agreement, when read together, contain the entire agreement of the parties with respect to the parties' rights and obligations under the Agreement.

5.3 Unless otherwise specified or the context otherwise requires, terms that are defined in the Agreement have the same meaning in this Deed.

Signatures

Organisation ID:	4-16Q6B6
Agreement ID:	4-7SAKDR9

Executed as a deed

Signed, sealed and delivered for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Health, ABN 83 605 426 759 in the presence of:

(Name of Departmental Representative)	(Signature of Departmental Representative) …./…./……
(Position of Departmental Representative)	
(Name of Witness in full)	(Signature of Witness) …./…./……

Signed, sealed and delivered by West Daly Regional Council, ABN 25 966 579 574 in accordance with its rules, and who warrants that he/she is authorised to sign this Deed:

(Name and position held by Signatory)	(Signature) …./…./……
(Name and position held by second Signatory/Name of Witness)	(Signature of second Signatory/Witness) …./…./……

Notes about the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness. Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required.
- If you are an **individual**, you must sign in the presence of a witness.
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required.

Schedule – Amendments to the Agreement

- *The Agreement Schedule is deleted and replaced with the updated Agreement Schedule set out below:*

Australian Government

Department of Health

Commonwealth Standard Grant Agreement

between
the Commonwealth represented by
Department of Health
and
West Daly Regional Council

Grant Agreement 4-7SAKDR9

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	West Daly Regional Council
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	Local Government
Trading or business name	West Daly Regional Council
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	25 966 579 574
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	
Registered office (physical)	1/70 Cavenagh Street, DARWIN NT 0800
Relevant business place (if different)	
Telephone	08 8999 8841
Fax	08 8999 8437
Email	shaun.hardy@westdaly.nt.gov.au

The Commonwealth

The Commonwealth of Australia represented by Department of Health
Sirius Building Furzer Street, WODEN TOWN CENTRE ACT 2606
ABN 83 605 426 759

Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

(a) this document;

(b) the Supplementary Terms from the Clause Bank (if any);

(c) the Standard Grant Conditions (Schedule 1);

(d) the Grant Details;

(e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire Agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, Agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details

Organisation ID:	4-16Q6B6
Agreement ID:	4-7SAKDR9
Schedule ID:	4-7SZMR69

A. Purpose of the Grant

The purpose of the Grant is to:

Provide funding to deliver the Activities described in Item B. Grant Activity in accordance with the objectives of the Commonwealth Home Support Programme:

- Provide high quality support services at a low intensity on a short-term or ongoing basis; or higher intensity services delivered on a short-term or episodic basis to eligible frail older people (65 years and over or 50 years and over for Aboriginal and Torres Strait Islander people) to maximise their independence at home and in the community.
- Support frail older people or prematurely aged people (50 years and over or 45 years and over for Aboriginal and Torres Strait Islander people) who are on a low income and who are homeless or at risk of homelessness through linking to appropriate and sustainable housing, community care and other support services.
- Support frail older people through the delivery of planned respite activities which allow carers to take a break from their usual caring responsibilities.
- Support the development of the home support aged care service system that meets the aims of the Commonwealth Home Support Programme and broader aged care system.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Home Support program.

Signatories

Organisation ID:	4-16Q6B6
Agreement ID:	4-7SAKDR9

Executed as an Agreement

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Health, ABN 83 605 426 759 in the presence of:

(Name of Departmental Representative)

(Signature of Departmental Representative)

..../..../.....

(Position of Departmental Representative)

(Name of Witness in full)

(Signature of Witness)

..../..../.....

Signed for and on behalf of West Daly Regional Council, ABN 25 966 579 574 in accordance with its rules, and who warrants that he/she is authorised to sign this Agreement:

(Name and position held by Signatory)

(Signature)

..../..../.....

(Name and position held by second Signatory/Name of Witness)

(Signature of second Signatory/Witness)

..../..../.....

ACTIVITY WORK PLAN

ORGANISATION ID: 4-16Q6B6
AGREEMENT ID: 4-7SAKDR9

Organisation name	West Daly Regional Council	**Grant Activity Name**	Personal Care - Community and Home Support	**Grant Activity ID**	4-7WBJSPB
ACTIVITY DETAILS					
Activity Start Date	01/07/2018	**Activity End Date**	30/06/2020	**Total Activity Funding (excl. GST)** *Includes SACS supplementation funding (if applicable)*	$52,266.70
Activity Requirement:	*Objective* To provide frail, older people with support in activities of daily living that help them maintain appropriate standards of hygiene and grooming. *Description* The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the Program Manual. The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.				

Area Funding and Performance Matrix

The following table shows funding and performance expectations for this Activity by service area (Aged Care Planning Region) and by financial year (excluding SACS supplementation funding).

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Hours	893	$26,133.35
Katherine	2019-2020	Hours	893	$26,133.35
Totals			1786	$52,266.70

Attachment 3

Organisation name	West Daly Regional Council	Grant Activity Name	Transport - Community and Home Support	Grant Activity ID	4-7WBJSY2
ACTIVITY DETAILS					
Activity Start Date	01/07/2018	**Activity End Date**	30/06/2020	**Total Activity Funding (excl. GST)** *Includes SACS supplementation funding (if applicable)*	$76,835.66
Activity Requirement:	*Objective* To provide frail, older people with access to transport services that supports their access to the community. *Description* The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the Program Manual. The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.				

Area Funding and Performance Matrix

The following table shows funding and performance expectations for this Activity by service area (Aged Care Planning Region) and by financial year (excluding SACS supplementation funding).

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Trips	4960	$38,417.83
Katherine	2019-2020	Trips	4960	$38,417.83
Totals			9920	$76,835.66

Attachment 3

Organisation name	West Daly Regional Council	Grant Activity Name	Domestic Assistance - Community and Home Support	Grant Activity ID	4-7WBJT8H
ACTIVITY DETAILS					
Activity Start Date	01/07/2018	**Activity End Date**	30/06/2020	**Total Activity Funding (excl. GST)** *Includes SACS supplementation funding (if applicable)*	$100,667.52
Activity Requirement:	*Objective* To provide frail, older people with assistance with domestic chores to maintain their capacity to manage everyday activities in a safe, secure and healthy home environment. *Description* The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the Program Manual. The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.				

Area Funding and Performance Matrix

The following table shows funding and performance expectations for this Activity by service area (Aged Care Planning Region) and by financial year (excluding SACS supplementation funding).

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Hours	1760	$50,333.76
Katherine	2019-2020	Hours	1760	$50,333.76
Totals			3520	$100,667.52

Organisation name	West Daly Regional Council	Grant Activity Name	Flexible Respite - Care Relationships and Carer Support	Grant Activity ID	4-7WBNYF6
ACTIVITY DETAILS					
Activity Start Date	01/07/2018	**Activity End Date**	30/06/2020	**Total Activity Funding (excl. GST)** *Includes SACS supplementation funding (if applicable)*	$4,336.48
Activity Requirement:	*Objective* To support and maintain care relationships between carers and clients, through providing good quality respite care for frail, older people so that regular carers can take a break. *Description* The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the Program Manual. The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.				
Area Funding and Performance Matrix					

The following table shows funding and performance expectations for this Activity by service area (Aged Care Planning Region) and by financial year (excluding SACS supplementation funding).

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Hours	192	$2,168.24
Katherine	2019-2020	Hours	192	$2,168.24
Totals			384	$4,336.48

Attachment 3

Organisation name	West Daly Regional Council	Grant Activity Name	Meals - Community and Home Support	Grant Activity ID	4-7WBNYSD
ACTIVITY DETAILS					
Activity Start Date	01/07/2018	**Activity End Date**	30/06/2020	**Total Activity Funding (excl. GST)** *Includes SACS supplementation funding (if applicable)*	$424,021.82
Activity Requirement:	*Objective* To provide frail, older people with access to meals. *Description* The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the Program Manual. The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.				
Area Funding and Performance Matrix					

The following table shows funding and performance expectations for this Activity by service area (Aged Care Planning Region) and by financial year (excluding SACS supplementation funding).

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Meals	17216	$212,010.91
Katherine	2019-2020	Meals	17222	$212,010.91
Totals			34438	$424,021.82

Attachment 3

Organisation name	West Daly Regional Council	Grant Activity Name	Other Food Services - Community and Home Support	Grant Activity ID	4-7WBR1GO
ACTIVITY DETAILS					
Activity Start Date	01/07/2018	**Activity End Date**	30/06/2020	**Total Activity Funding (excl. GST)** *Includes SACS supplementation funding (if applicable)*	$9,964.50
Activity Requirement:	*Objective* To educate, train and re-skill eligible frail, older people in preparing and cooking a meal in their own home to promote their independence. *Description* The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the Program Manual. The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.				
Area Funding and Performance Matrix					

The following table shows funding and performance expectations for this Activity by service area (Aged Care Planning Region) and by financial year (excluding SACS supplementation funding).

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Hours	441	$4,982.25
Katherine	2019-2020	Hours	441	$4,982.25
Totals			882	$9,964.50

Attachment 3

Organisation name	West Daly Regional Council	Grant Activity Name	Social Support - Group - Community and Home Support	Grant Activity ID	4-7WBR1Q9
ACTIVITY DETAILS					
Activity Start Date	01/07/2018	**Activity End Date**	30/06/2020	**Total Activity Funding (excl. GST)** *Includes SACS supplementation funding (if applicable)*	$386,634.02
Activity Requirement:	*Objective* To assist frail, older people to participate in community life and feel socially included through structured, group-based activities that develop, maintain or support independent living and social interaction. *Description* The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the Program Manual. The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.				
Area Funding and Performance Matrix					

The following table shows funding and performance expectations for this Activity by service area (Aged Care Planning Region) and by financial year (excluding SACS supplementation funding).

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Hours	9666	$193,317.01
Katherine	2019-2020	Hours	9666	$193,317.01
Totals			19332	$386,634.02

Attachment 3

Organisation name	West Daly Regional Council	Grant Activity Name	Social Support - Individual - Community and Home Support	Grant Activity ID	4-7WBR1YQ
ACTIVITY DETAILS					
Activity Start Date	01/07/2018	**Activity End Date**	30/06/2020	**Total Activity Funding (excl. GST)** *Includes SACS supplementation funding (if applicable)*	$146,337.10
Activity Requirement:	*Objective* To assist frail, older people to participate in community life and feel socially included through meeting their need for social contact and company. *Description* The Grantee agrees to carry out the Activity as described in the Program Manual to eligible clients identified for this Activity in accordance with the Activity Work Plan (Item E.2) and the Program Manual. The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.				

Area Funding and Performance Matrix

The following table shows funding and performance expectations for this Activity by service area (Aged Care Planning Region) and by financial year (excluding SACS supplementation funding).

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Hours	2433	$73,168.55
Katherine	2019-2020	Hours	2433	$73,168.55
Totals			4866	$146,337.10

Attachment 3

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 6

Prepared by **Scott Page, Community Services Manager**

Expressions of Interest - Collaborative Regional Waste Working Group

Purpose

To seek Council's formal agreement to participate in an Expression of Interest process for collaborative Regional Waste Management and funding towards the Big Rivers Multipurpose Portable Waste Shredder Project.

Background

West Daly Regional Council has been a member of the Big Rivers Waste Management Working Group for several years along with three other Councils: Victoria Daly Regional Council, Roper Gulf Regional Council, and Katherine Town Council.

A range of constructive projects and information sharing has been achieved through this membership including the removal of unsightly car wrecks and the awarding of over $1 million towards an upgrade of the Wadeye waste management facility, which is nearing the end of its useful life.

The Department of Local Government, Housing and Community Development has advised that Minister Gerry McCarthy has given in-principle support for $3.5 million to be made available for the Big Rivers Multipurpose Portable Waste Shredder Project (see Letter Attached).

Funding is subject to approval of a joint application for funding and the following commitments to be formally resolved by each Council:

- is committed to supporting and participating in the relevant Waste Management Working Group;
- will participate in the required business planning and EOI process for a Multipurpose Portable Waste Shredder, and supports that an EOI will be developed for capital funding; and
- the Big Rivers Waste Management Working Group will be responsible for drafting an EOI on behalf of Council.

Impact for Council

While not a short term project, the impact of the Big Rivers Multipurpose Portable Waste Shredder Project will be of great benefit to Council and result in more recycling and less waste in communities and Homelands.

Recommendation

1. **That Council:**
   a. is committed to supporting and participating in the relevant Waste Management Working Group;

   b. will participate in the required business planning and EOI process for a Multipurpose Portable Waste Shredder, and supports that an EOI will be developed for capital funding; and

   c. the Big Rivers Waste Management Working Group will be responsible for drafting an EOI on behalf of Council.

Attachments

1 Expression of interest

NORTHERN TERRITORY GOVERNMENT

DEPARTMENT OF
LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT

Local Government and Community Development
Level 1, RCG Centre
47 Mitchell Street
DARWIN NT

Postal address
GPO Box 4621
DARWIN NT 0810

T 08 8999 8573
E maree.delacey@nt.gov.au

File ref: HCD2019/01826-1

Mr Shaun Hardy
Chief Executive Officer
West Daly Regional Council
GPO Box 3775
DARWIN NT 0801

Dear Mr Hardy,

Expression of Interest - collaborative Regional Waste Working Group projects

In 2018, funding of $3.5 million was provided by the Department of Local Government, Housing and Community Development (Department) to the Local Government Association of the Northern Territory (LGANT) to support initiatives to improve the health, safety and security of council communities.

The *Big Rivers Multipurpose Portable Waste Shredder Project* and the *Central Australia Vehicle and Scrap Metal Recycling Project* (relevant project) have been identified as two prospective projects that have the potential to deliver innovative and collaborative solutions to waste management challenges faced by the communities of participating councils.

I am pleased to inform you that the Minister for Local Government, Housing and Community Development, the Hon Gerry McCarthy MLA (Minister), has provided his in-principle support for the $3.5 million to be made available through a once-off funding round, with the intention of providing a contribution towards the capital costs of the two projects being pursued by the respective Waste Management Working Groups. This will be through an Expression of Interest (EOI) process and the approval of any funding will be dependent on comprehensive and robust business planning.

The funding pool of $3.5 million will not fully fund both projects but is capable of supporting a component of the capital costs of both projects (subject to the assessment of business plans). Ministerial approval to fund either or both projects will be based on the submission of a completed EOI endorsed by all member Councils.

In this regard, I would like to formally invite an EOI from the Central Australia Regional Waste Management Working Group to apply for funding towards the Central Australia Vehicle and Scrap Metal Recycling Project; and the Big Rivers Regional Waste Management Working Group to apply for funding towards the Big Rivers Multipurpose Portable Waste Shredder Project.

As the first step in this EOI process, I am writing to Chief Executive Officers of all councils involved, to ask that your Council provide in-principle approval to proceed with the EOI.

To take up this opportunity, your Council is requested to consider and make separate formal Council resolutions which clearly demonstrate:

1. your Council is committed to supporting and participating in the relevant Waste Management Working Group;
2. your Council will participate in the required business planning and EOI process, and supports that an EOI will be developed for capital funding from the $3.5 million package for the relevant project; and
3. the respective Waste Management Working Group will be responsible for drafting an EOI on behalf of your Council.

Expression of Interest (EOI) process

The second step for funding consideration by the Minister is the preparation of an EOI. EOIs are being sought due to the nature and size of the projects, the multiple partners involved, and to ensure due diligence prior to the Minister considering whether to offer any funds towards the relevant project.

The business planning process must demonstrate the cost effectiveness, viability and sustainability of the project and must take into consideration the full costings and scope; current and future market implications; long term benefits; financial support and sustainability; and governance arrangements.

Attached to this letter is an information sheet outlining the minimum required content for the EOI. Each working group will have until 30 November 2019 to finalise an EOI, which will also need to be endorsed by each member council before submitting the EOI to this Department.

Department officers are available to support the working groups through the EOI preparation process and to field any questions you may have. Please feel free to contact Ms Meeta Ramkumar, Senior Director, Sustainability and Compliance, on 08 8999 8868 or meeta.ramkumar@nt.gov.au with any questions. Regional coordinators and working group members may also liaise with their Department representatives on each working group for any further information required.

The Department will review each EOI for completeness (per the required content outlined in the information sheet attached) and may engage external expertise to review and assess the EOI to ensure it is sufficiently robust including establishing the on-going viability of the project. The Minister will make the final decision on any allocation of funding, based on a consideration of each EOI. There is no guarantee that any funding will be allocated.

I hope your council will formally agree to be part of this process. Please confirm (reply email will suffice) your Council's formal decision to give in-principle support or otherwise to participate in this offer.

I look forward to receiving EOIs in due course.

Yours sincerely

MAREE DE LACEY
Executive Director
9 April 2019

Suggested content – Expression of Interest

The Expression of Interest should take the form of a **detailed business plan**. The following are minimum required inclusions.

1. Detailed project budget spanning at least four years

The project budget should:

- reflect all the expenditure required for the project including:
  - direct expenses: capital costs, licences, training, direct project staff salaries;
  - indirect expenses: administration, governance set-up and project management costs;
  - any contingency costs.
- reflect all projected income, including:
  - grant income (including the amount sought from this funding package),
  - council financial contributions;
  - in-kind contributions; and
  - any estimated income generated by the project (i.e. sale of scrap metal).
- clearly indicate what financing is yet to be secured and which may be the subject of an application for further funding or if there is an intent to seek Ministerial approval to borrow; and
- include the cost assumptions/workings. For example, it should indicate if the price is a firm quote from a potential supplier; based on market research or recent past procurements; or established by particular calculations based on known information.

2. Outline of project stages

This outline should show how the project will be staged, from final scoping and design through procurement, recruitment, any piloting/testing, to the full operational phase. This outline should show the key activities and outputs that are required to get the project fully operational and what milestones need to be achieved for each stage. Every stage should be linked to and fully costed in the project budget.

3. Outline of project governance

As this is a partnership project, this outline will need to show the governance structure under which the project will be managed and monitored, and all the relevant legal and financial accountabilities.

This outline should include a description of the arrangement proposed, the responsibilities of each party, the legal documents required to set out the arrangements, how the governance arrangements can be changed (added to, removed, ended) and how any disagreements or disputes are to be managed.

The plan should also outline why the particular governance approach selected is considered the preferred approach. Any cost implications should be clearly outlined in the project budget.

4. Procurement approach

The outline of the procurement approach should also be fully costed in the project budget. The procurement approach should outline:

- the roles and responsibilities of who will manage procurement activities including tender management and approval arrangements;
- time frames;
- any purchasing assumptions (including issues such as freight, any relevant supplier limitations or special requirements) that should be taken into consideration.

5. Risk management plan

A risk management plan should:

- include the identification and analysis of project risks;
- include treatment plans for how risks will be managed; and
- should relate to the contingency amount in the project budget.

6. Other relevant information

This might include, for example:

- an outline of any industry or tertiary institution involvement or expert knowledge that will be involved. Partnerships or collaboration with Territory-based waste management industry and university partners are strongly encouraged;
- any relevant market information;
- any relevant community expectations, local community partnerships or potential Indigenous employment outcomes; or
- what community consultation/involvement is required.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 7

Prepared by **Rebecca Purser, Manager Corporate**

Nominated Representative for the CouncilBiz Board

Purpose

To seek Council's recommendation for a nominated representative for the CouncilBIZ Board.

Background

Under the Local Government Act, Constitution of a Local Government Subsidiary "CouncilBIZ" section 11, Council is required to:

b) to nominate in writing one person, being the Chief Executive Officer of the member local government council, elected member of the member local government council or other senior officer employed by the Member, to be their Nominated Representative from time to time.

c) where the Nominated Representative is unavailable, the Member is entitled to nominate an alternate Nominated Representative pursuant to rule 11.1(b)

It is considered appropriate that the Chief Executive Officer be the Nominated Representative for CouncilBIZ Board Meetings and the Director of Council and Community Services to be the alternate Nominated Representative.

Impact for Council

Compliance with legislation

Recommendation

1. **That Council nominates the Chief Executive Officer, Shaun Hardy as the Council's Nominated Representative and the Director of Council and Community Services, Steve Horton, as the alternate Nominated Representative.**

Attachments

1 CouncilBIZ Constitution

D

Local Government Act

CONSTITUTION OF A

Local Government Subsidiary

"CouncilBIZ"

TABLE OF CONTENTS

TABLE OF CONTENTS 2
1 DEFINITIONS AND INTERPRETATION 4
1.1 Definitions 4
1.2 Interpretation 5
1.3 Local Government Act 5
2 COMMENCEMENT 5
This Constitution shall come into effect on the date it is approved by the Minister, superseding the previous constitution. 5
3 LOCAL GOVERNMENT SUBSIDIARY'S NAME AND ADDRESS 5
4 LOCAL GOVERNMENT SUBSIDIARY'S OBJECT 5
5 OPERATING COSTS AND POWERS OF LOCAL GOVERNMENT SUBSIDIARY 6
6 GUARANTEE BY MEMBERS 7
7 INCOME AND PROPERTY 7
8 ABOLITION OF LOCAL GOVERNMENT SUBSIDIARY 7
9 ALTERING THIS CONSTITUTION 7
9.1 Minister's Approval Required to Vary Constitution 7
9.2 Members Request to Vary Constitution 7
10 MEMBERSHIP 8
11 RIGHTS AND DUTIES OF MEMBERS 8
11.1 Rights of Members 8
11.2 Duties of Members 8
12 RESIGNATION OF A MEMBER 9
12.1 Resignation 9
13 MEETINGS OF THE LOCAL GOVERNMENT SUBSIDIARY 9
13.1 Calling meetings 9
13.2 Required Meetings 9
13.3 Notice of meetings 9
13.4 Quorum 10
13.5 Voting rights and Required Resolutions 10
13.6 Meeting other than in person 10
13.7 Circular resolutions 11
13.8 Procedures at Meetings 11
13.9 Chairperson of Nominated Representatives 11
14 DISPUTE RESOLUTION PROCEDURES 11
15 GENERAL MANAGER 11
15.1 Appointing a General Manager 11
15.2 When office of General Manager becomes vacant 12
15.3 Powers and duties of General Manager 12
16 INTERESTS OF A MEMBER & NOMINATED REPRESENTATIVES 13
16.1 Interests of Members 13
16.2 Interests of Nominated Representatives 13
16.3 Delegation to General Manager 13
17 INDEMNITY 13
17.1 Indemnity 14
18 BOOKS, ACCOUNTS AND AUDIT REQUIREMENTS 14
18.1 Maintenance of Books and Records 14
18.2 Inspection of Books and Records 14
18.3 Audit Committee 14
19 ANNUAL PLAN 14
19.1 Adoption of Annual Plan 14
19.2 Annual Plan Content 15
20 ANNUAL BUDGET 15
21 AUDIT 15
21.1 Auditor 15
21.2 Audit Requirements 15
22 ANNUAL REPORT AND ANNUAL FINANCIAL STATEMENT 15
22.1 Annual Financial Statement 15
22.2 Annual Report 16
23 COMMON SEAL 16
23.1 Affixing Common Seal 16
23.2 Custody of Common Seal and Register 16

24 WRITE OFFS 16
24.1 Assets 16
24.2 Debts 17
25 NOTICES 17
25.1 How notices may be given 17
25.2 When taken as given 17
26 LOCAL GOVERNMENT SUBSIDIARY EXECUTIVE COMMITTEES 17
26.1 Establishment of Executive Committees 17
26.2 Roles, functions and procedures of Executive Committees 18
SCHEDULE 1: MEMBERS 19
..... 19
MINISTERIAL APPROVAL – section 29 (1) 20

Constitution

of

Local Government Subsidiary (CouncilBIZ)

1 DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Constitution:

"Act" means the Local Government Act (NT);

"Agency" means the department or departmental unit to which responsibility for administering the Local Government Act of the Northern Territory is allocated by an Administrative Arrangements Order.

"Approval" means the written approval of the Minister;

"Auditor" means the auditor appointed by the Local Government Subsidiary in accordance with rule 21;

"Business Day" means a day that is not a Saturday, Sunday, public holiday or bank holiday in Darwin, Northern Territory;

"Business Hours" means 8:30am to 5pm Central Standard Time;

"Chief Executive Officer" means the Chief Executive Officer, or equivalent senior officer, of the Agency;

"Local Government Subsidiary" means CouncilBIZ as constituted by the Membership pursuant to section 27 of the Act;

"Constitution" means this constitution and any supplementary substituted or amending constitution for the time being in force;

"General Manager" means the person employed pursuant to rule 15;

"Member" means the members, from time to time, the first members names and details appear at rule 9 hereof, and **"Members"** and **"Membership"** have corresponding meanings;

"Minister" means the Northern Territory Minister responsible from time to time for the portfolio of Local Government;

"Nominated Representatives" means a senior officer employed by the Member, elected member of the member local government council or Chief Executive Officer of the member local government council and nominated as its Nominated Representative in writing by the Member;

"Object" means the object of the Local Government Subsidiary in clause 4 of this Constitution;

"**Present**" means present in person, video-link or telephone in respect of a meeting;

"**Quorum**" means the quorum in Rule 13.4;

"Relevant Legislation" means regulations made under the Act, guidelines made by the Minister under the Act and general instructions issued by the Agency under the Local Government (Accounting) Regulations;

"Special Resolution" means at least 80% of the votes of Members Present at a meeting where a Quorum is achieved;

"Territory" means the Northern Territory of Australia represented by the Minister;

"Registered Address" means the addresses of the Members as notified from time to time to the Local Government Subsidiary.

1.2 Interpretation

In this Constitution the following rules of interpretation apply unless the context requires otherwise:

a) the interpretation of this Constitution is in accordance with the Interpretation Act;

b) headings are for convenience only and do not affect the interpretation of this Constitution;

c) references to notices include formal notices of meeting and all documents and other communications from the Local Government Subsidiary to its Members;

d) words importing any gender include all other genders;

e) the word "person" includes a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;

f) a reference to any legislation or a provision of any legislation includes any amendment to that legislation or provision, any consolidation or replacement of that legislation or provision and any subordinate legislation made under that legislation;

g) where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions;

h) a reference to writing and written includes printing and other ways of representing or reproducing words in a visible form;

i) the singular (including defined terms) includes the plural and the plural includes the singular; and

j) where the Act or amendment to the Act results in an inconsistency between this Constitution and the Act, the provision must be read down and failing that, severed from the Constitution where the remainder of the Constitution remains operative

1.3 Local Government Act

In this Constitution unless the contrary intention appears:

a) an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.

2 COMMENCEMENT

This Constitution shall come into effect on the date it is approved by the Minister, superseding the previous constitution.

3 LOCAL GOVERNMENT SUBSIDIARY'S NAME AND ADDRESS

The name of the Local Government Subsidiary is CouncilBIZ.

The address of the Local Government Subsidiary is:

21 Parap Road

PARAP NT 0820

4 LOCAL GOVERNMENT SUBSIDIARY'S OBJECT

The Object for which the Local Government Subsidiary is established is to carry out functions related to local government on behalf of the Members and facilitate the efficient provision of services to the Members, including, but not limited to administration, information technology and financial services as may be required from time to time.

5 OPERATING COSTS AND POWERS OF LOCAL GOVERNMENT SUBSIDIARY

a) All costs expenses and outlays of any kind whatsoever required to be made by the Local Government Subsidiary, shall be calculated and shared by the Members but excluding the Local Government Association of the Northern Territory either equally or on the basis of a formula agreed by Special Resolution.

b) Following the end of the financial year, any payment of dividend of the Local Government Subsidiary must be shared equally among all Members but excluding the Local Government Association of the Northern Territory, or on the basis of a formula agreed by Special Resolution.

Local Government Subsidiary's powers

c) Solely for the purpose of carrying out the Object, and for no other purpose, the Local Government Subsidiary may, subject to the rules that apply to regional councils under the Act:

i. raise funds and invite and receive contributions, grants, distributions of income or capital, gifts, loans and deposits from any person;

ii. accept and hold funds or property of any kind;

iii. undertake full administration and management of the Local Government Subsidiary and charge and accept fees, commission or other remuneration in respect of such administration and management with the written agreement of the Members;

iv. purchase, take on lease or in exchange, hire, accept gifts or otherwise acquire real or personal property;

v. control, manage, lease, exchange, mortgage, charge, sell, transfer, surrender, dispose of, develop, carry on business or otherwise deal with any real or personal property of any kind;

vi. invest, deal with and lend money and otherwise provide financial accommodation to, and guarantee or otherwise secure loans to, the Local Government Subsidiary ;

vii. construct, improve, maintain, develop, work, manage and control real or personal property and enter into contracts and agreements;

viii. appoint a person as the Local Government Subsidiary's attorney or agent with the powers on the terms the Local Government Subsidiary thinks fit;

ix. enter into any arrangement or obtain from any government or authority any right, privilege or concession that the Local Government Subsidiary thinks it desirable to obtain, and carry out, exercise and comply with any of those arrangements, rights, privileges and concessions;

x. in accordance with all laws in force in the Territory from time to time, and in accordance with the responsibilities of the General Manager as set out in this Constitution, engage, dismiss or suspend any employee, agent, contractor or professional person;

xi. enter into contracts and agreements that are at arm's length in nature for the acquisition or provision of services, works or goods which shall include with any Member/s or third party;

xii. make, draw, accept, endorse, discount, execute and issue negotiable or transferable instruments; and

xiii. do all other things that are incidental or conducive to carrying out the Object.

6 GUARANTEE BY MEMBERS

The debts and liabilities of the Local Government Subsidiary are guaranteed by all of the Members other than the Local Government Association of the Northern Territory, in equal shares or on the basis of a formula agreed by Special Resolution.

7 INCOME AND PROPERTY

The Local Government Subsidiary's income and property, however derived, must be applied solely towards promoting the Local Government Subsidiary's Object. The Local Government Subsidiary is prohibited from distributing any income or property, or providing any 'in kind' support in any form to a third party.

a) However, this rule does not prohibit:

i. payment in good faith to any Member for goods or services supplied in the ordinary and usual course of business at usual or reasonable commercial rates;

ii. payment of reasonable and commercial interest on money borrowed from a Member;

iii. payment of reasonable and commercial rent for premises let by any Member to the Local Government Subsidiary;

iv. payment of out-of-pocket expenses incurred by a Member or a Nominated Representative in performing a duty of the Local Government Subsidiary;

v. payment of premiums on contracts of insurance for, any Member to the extent permitted by law and this Constitution; or

vi. accumulation of surplus income for reserves or investments, provided such investments comply with section 121 of the Act.

8 ABOLITION OF LOCAL GOVERNMENT SUBSIDIARY

In the event the Minister abolishes the Local Government Subsidiary or the Local Government Subsidiary otherwise being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred in equal shares to all Members excluding the Local Government Association of the Northern Territory, or otherwise on the basis of a formula agreed by Special Resolution.

9 ALTERING THIS CONSTITUTION

9.1 Minister's Approval Required to Vary Constitution

a) This Constitution may only be varied with the written approval of the Minister.

b) The Minister may vary the Constitution unilaterally.

9.2 Members Request to Vary Constitution

a) The Members may by Special Resolution request the Minister to approve a variation to the Constitution, which for avoidance of doubt, rule 9.1 shall apply at all times.

10 MEMBERSHIP

a) There shall be one class of Membership with members having the rights set out in this Constitution. The Local Government Subsidiary is constituted by the Members whose names and addresses appear at Schedule 1 and they shall be deemed to constitute the Membership of the Local Government Subsidiary on the day that this Constitution is gazetted by the Minister in accordance with section 29(1) of the Act.

b) The Local Government Subsidiary (by Special Resolution) may invite any other local government body having the same or similar interests, to become a Member.

c) If invited to do so an applicant may make an application to the Local Government Subsidiary (in writing and signed by the applicant) in the form (if any) prescribed by the Members.

d) After the receipt of an application for Membership, the Local Government Subsidiary in meeting must consider the application and decide whether it wishes to admit or reject the admission of the applicant. The Local Government Subsidiary in meeting need not give any reason for rejecting an application. No new Members may be admitted to the Local Government Subsidiary without the Approval of the Minister, but the Minister may, in his discretion, direct the Local Government Subsidiary to accept an application.

e) The Agency is entitled to be notified of and attend meetings of the Local Government Subsidiary as an observer without voting rights.

11 RIGHTS AND DUTIES OF MEMBERS

11.1 Rights of Members

Without limiting the rights otherwise conferred on Members in this Constitution or under the Act, each Member has the following rights:

a) through their Nominated Representative, be given notice of, attend and vote at any meeting of the Local Government Subsidiary in accordance with rule 13 of this constitution; and

b) to nominate in writing one person, being the Chief Executive Officer of the member local government council, elected member of the member local government council or other senior officer employed by the Member, to be their Nominated Representative from time to time.

c) where the Nominated Representative is unavailable, the Member is entitled to nominate an alternate Nominated Representative pursuant to rule 11.1(b)

11.2 Duties of Members

The Members of the Local Government Subsidiary and their Nominated Representatives must:

a) act honestly, diligently with the reasonable care of a member of a local government Council, and without bias; and

b) act respectfully towards other Members and employees and not engage in personal attacks;

c) not make improper use of information or opportunities received through their positions;

d) manage and control the affairs of the Local Government Subsidiary in the interests of all the Members and in accordance with this Constitution, the Act and the Local Government Subsidiary's Object; and

e) not make any public statement on behalf of or concerning the Local Government Subsidiary unless authorised by the Members unanimously.

12 RESIGNATION OF A MEMBER

12.1 Resignation

A Member's resignation from the Local Government Subsidiary shall not take effect unless all of the following occur:

a) written notice must be provided to all of the Members stating the member's intention to resign as a member of the Local Government Subsidiary "Resignation Notice";

b) within 60 days from the date that Members receive the Resignation Notice, the Members may respond in writing to the Member;

c) following expiry of the period of 60 days in rule 12.1(b) should the Member wish to proceed with its resignation, the Member must provide within the next 60 days the Minister with the Resignation Notice together with any Member responses received under rule 12.1(b); and

d) the Member receives written approval from the Minister permitting the Member's resignation, which unless otherwise approved by the Minister, shall take effect at the end of the financial year.

13 MEETINGS OF THE LOCAL GOVERNMENT SUBSIDIARY

13.1 Calling meetings

a) A meeting may be called:

i. by the chairperson;

ii. by not less than one-third of Nominated Representatives requesting a meeting in writing to the chairperson, or if there is no chairperson at that time, the General Manager, or if there is no General Manager at that time, to the Agency's chief executive officer; and

13.2 Required Meetings

a) The Local Government Subsidiary must hold at least:

i. one meeting before 30 June for the purpose of adopting the Local Government Subsidiary's annual plan (which includes the annual budget); and

ii. one meeting before 31 October every year for the purpose of tabling the Local Government Subsidiary's annual report, financial statements and appointment of auditor.

13.3 Notice of meetings

a) Notice of every meeting must be given in any manner authorised by rule 25 of this constitution to:

i. every Member;

ii. the Agency; and

iii. the Auditor (if the meeting will involve tabling the Local Government Subsidiary's annual report and financial statements and appointing an auditor).

No other person is entitled to receive notice of meetings.

b) A notice of a meeting must:

i. specify the date, time and place of the meeting;

ii. state the general nature of the business to be transacted at the meeting;

iii. be given at least seven days before the meeting is held;

iv. be in writing and given either in person, by post or e-mail;

v. is taken to be given to a Nominated Representative if it is given to the Delegate of the Nominated Representative; and

vi. a Nominated Representative may waive notice of a meeting by notifying the Local Government Subsidiary to that effect in person or by post, telephone, fax or other electronic means.

13.4 Quorum

a) Subject to the balance of this Rule, a quorum at a meeting consists of a majority of the total Members, as represented by their validly appointed Nominated Representative.

b) If a quorum is not achieved within 30 minutes of the appointed starting time for the meeting , then the Members must reconvene the meeting to another date, not being less than seven days from the date that this clause comes into effect, but if at that reconvened meeting a quorum is still not reached, and the Members reasonably believe that a decision or decisions must be made in the best interests of the Subsidiary, then those decisions may be made by the Members present and entitled to vote and no Member not present at the meeting may challenge the validity of the decision or decisions on the basis that no quorum was present.

13.5 Voting rights and Required Resolutions

a) At a meeting, every Nominated Representative of a Member has one vote.

b) An objection to the qualification of a person to vote at a meeting must be:

i. raised before or at the meeting at which the vote objected to is given or tendered; and

ii. referred to the chairperson of the meeting, whose decision is final.

c) All resolutions of the Local Government Subsidiary that relate to a formula referred to in rule 5or 8 of this Constitution or to a proposed alteration of the Constitution under rule 9 must be passed by Special Resolution.

d) An application for membership under rule 10 and the formula referred to under rule 6 must be carried by Special Resolution.

e) Other decisions of the Local Government Subsidiary may be carried by a majority of Members present at a meeting by a show of hands.

13.6 Meeting other than in person

a) The contemporaneous linking together by telephone or video of a sufficient number of the Nominated Representatives to constitute a Quorum constitutes a meeting of the Members as represented by their Nominated Representatives. All the provisions in this Constitution relating to meetings of the Members as represented by their Nominated Representatives apply, so far as they can and with any necessary changes, to meetings of the Members as represented by their Nominated Representatives by telephone or video-link .

b) A person who takes part in a meeting by telephone or video-link is taken to be present in person at the meeting.

c) A meeting by telephone or video-link means is taken as held at the place decided by the chairperson of the meeting, as long as at least one of the Nominated Representatives involved was at that place for the duration of the meeting.

13.7 Circular resolutions

a) If:

i. the Members all consent to a document containing a statement to the effect that an act, matter or thing has been done or resolution has been passed; and

ii. the Members who consent to the document would have constituted a quorum at a meeting held to consider that act, matter, thing or resolution,

then that act, matter, thing or resolution is deemed to be done at or passed by a meeting.

13.8 Procedures at Meetings

a) Subject to the rules set out in this constitution and the laws of the Territory, the Members may adopt procedures for meetings of the Local Government Subsidiary from time to time.

b) Minutes of meetings must be recorded for all meetings for tabling and confirmation by Members at the following the meeting.

13.9 Chairperson of Nominated Representatives

a) The Nominated Representatives must elect one of their number as chairperson and may decide the period for which that Nominated Representative is to be the chairperson.

b) If at a meeting of Nominated Representatives there is no elected chair or the elected chair is unwilling or unable to act, then the Nominated Representatives present must elect one of their number as chairperson of the meeting.

14 DISPUTE RESOLUTION PROCEDURES

a) If the Members are unable to pass a Special Resolution or the parties are in dispute over any other matter or thing concerning the Local Government Subsidiary, after having made bona fide efforts to reach a decision or compromise the dispute, then they must refer the dispute to a mediator to be agreed between them, or if they are unable to agree within five (5) business days of the meeting at which the matter in dispute was first considered, then to the President for the time being of the Law Society of the Northern Territory, who will appoint a suitably qualified and experienced mediator to assist the parties to resolve the matter.

b) The parties must use reasonable endeavours to have the mediation conducted as quickly as reasonably practicable, and must co-operate fully with the mediator, including but not limited to making available to the mediator all materials or information requested by him and furnishing the same together with all other materials which are relevant to the determination promptly.

c) If the matter is unresolved at mediation, then the Members must refer the dispute to an independent expert to be agreed between them, or if they are unable to agree within five (5) business days of the mediation, then to the President for the time being of the Law Society of the Northern Territory, who will appoint a suitably experienced independent expert whose decision shall be absolute and final and shall bind the parties accordingly.

.

15 GENERAL MANAGER

15.1 Appointing a General Manager

a) The Local Government Subsidiary shall employ one General Manager to conduct the day to day business of the Local Government Subsidiary.

b) The Members may fill any casual vacancy pending the appointment of a new General Manager.

15.2 When office of General Manager becomes vacant

In addition to the circumstances outlined in rule 15.1 above and any terms and conditions of the employment contract of the General Manager, the office of a General Manager becomes vacant if the General Manager:

a) dies;

b) completes a term of the employment contract as General Manager and is not reappointed;

c) resigns by written notice served upon the Members and the Local Government Subsidiary;

d) would be disqualified under the Act from being a local government council Chief Executive Officer; or

e) has his or her employment contract as General Manager terminated.

15.3 Powers and duties of General Manager

Without being an exhaustive list, in fulfilling his/her role as the General Manager, he/she must:

a) be responsible for managing the Local Government Subsidiary's day to day business and affairs under the supervision and direction of the Members and must comply with the terms of any employment contract entered into with the Local Government Subsidiary;

b) have the power to hire and terminate employees of the Local Government Subsidiary;

c) ensure that the Members are advised as soon as practicable of any material development that affects the financial or operating capacity of the Local Government Subsidiary;

d) establish and maintain internal controls to safeguard the assets of the Local Government Subsidiary and ensure the accuracy, completeness and reliability of the Local Government Subsidiary's accounting records;

e) establish and maintain a written fraud protection plan to detect and prevent fraud from within and outside the Local Government Subsidiary;

f) ensure the proper custody of the Local Government Subsidiary's records, including the maintenance of a register of all correspondence addressed to, or sent by, the Local Government Subsidiary;

g) promote the operational efficiency of the Local Government Subsidiary;

h) maintain up to date written employment policies for the Local Government Subsidiary that cover (but are not limited to):

i) recruitment;
ii) probation and performance assessment;
iii) equal opportunities for advancement and access to training and development;
iv) access to employment-related benefits; and
v) resolution of employment-related grievances.

i) ensure compliance with the Act, Relevant Legislation and all relevant laws in force in the Northern Territory of Australia.

16 INTERESTS OF A MEMBER & NOMINATED REPRESENTATIVES

16.1 Interests of Members

a) A Member is not disqualified merely for being a Member from contracting with the Local Government Subsidiary in any respect including, but not limited to:

i. selling property to, or purchasing property from, the Local Government Subsidiary;

ii. lending money to the Local Government Subsidiary with or without interest or security;

iii. guaranteeing the repayment of money borrowed by the Local Government Subsidiary for a commission or profit;

iv. underwriting or guaranteeing the subscription for securities in any related body corporate or other body corporate promoted by the Local Government Subsidiary or in which the Local Government Subsidiary is interested as a shareholder or otherwise, for a commission or profit; or

v. being contracted by the Local Government Subsidiary or acting in any professional capacity (except as Auditor) on behalf of the Local Government Subsidiary.

b) A contract made by a Member with the Local Government Subsidiary and a contract or arrangement entered into by or on behalf of the Local Government Subsidiary in which any Member may be in any way interested is not avoided or rendered voidable merely because the Member holds membership or because of the fiduciary obligations arising from that membership.

16.2 Interests of Nominated Representatives

a) A Nominated Representative being interested in any arrangement involving the Local Government Subsidiary must declare any actual or potential personal conflict of interest, and, if the Local Government Subsidiary does not permit the interest being pursued, is liable to account to the Local Government Subsidiary for any profit realised by or under that contract or arrangement.

b) A Nominated Representative who has a material personal interest in a matter that is being considered at meeting of the Local Government Subsidiary must not:

i. be present while the matter is being considered at the meeting; or

ii. vote on the matter.

c) The Members may make rules requiring the disclosure of interests that a Nominated Representative, and any person considered as related to or associated with a Nominated Representative, may have in any matter concerning the Local Government Subsidiary or a related body corporate.

16.3 Delegation to General Manager

a) The Members may by passing a majority resolution, and with the consent of the General Manager, delegate powers to the General Manager.

b) A General Manager to whom any powers have been delegated must exercise the powers delegated in accordance with any directions given by the Members.

17 INDEMNITY

17.1 Indemnity

To the maximum extent permitted by law, the Local Government Subsidiary must indemnify any current or former Executive Officer/General Manager out of the property of the Local Government Subsidiary against:

a) any liability incurred by the person in that capacity (except a liability for legal costs that are not in the nature of legal costs dealt with in this rule);

b) legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity; and

c) legal costs incurred in good faith in obtaining legal advice on issues relevant to the performance of their functions and discharge of their duties as an officer of the Local Government Subsidiary, if that expenditure has been approved by all the Members,

except to the extent that:

d) the Local Government Subsidiary is forbidden by law to indemnify the person against the liability or legal costs; or

e) an indemnity by the Local Government Subsidiary of the person against the liability or legal costs, if given, would be made void by law.

18 BOOKS, ACCOUNTS AND AUDIT REQUIREMENTS

18.1 Maintenance of Books and Records

The Local Government Subsidiary, through its General Manager, must ensure that proper books and records of its financial affairs are kept at all times in accordance with the Australian Accounting Standards and that the requirements of the Act and Relevant Legislation are complied with in all respects.

18.2 Inspection of Books and Records

The accounting records and any other documents of the Local Government Subsidiary must be kept open for the inspection of the Members during Business Hours on Business Days.

18.3 Audit Committee

a) The Local Government Subsidiary must, through its General Manager, establish and maintain an audit committee for the purposes of independently reviewing the internal control processes of the Local Government Subsidiary to monitor:

   i) compliance by the Local Government Subsidiary with proper standards of financial management and the Australian Accounting Standards; and

   ii) compliance by the Local Government Subsidiary with the Local Government (Accounting) Regulations.

b) The audit committee will be subject to the same rules that apply to an audit committee for a local government council under regulation 10(3) of the Local Government (Accounting) Regulations except that the Chief Executive Officer is the General Manager in this case.

19 ANNUAL PLAN

19.1 Adoption of Annual Plan

The Local Government Subsidiary shall adopt an annual plan in accordance with the following process:

a) The General Manager must present by no later than 1 March each year to the Members a draft annual plan relating to the following financial year that includes all aspects detailed in rule 19.2 for the Member's comments;

b) By no later than 30 April each year, Members may provide written comments on the draft annual plan to the General Manager;

c) After taking into consideration the Members' comments provided pursuant to rule 19.1(b), the General Manager must provide a further draft annual plan for consideration by the Members by no later than 31 May of that year;

d) The Members will consider the further draft annual plan provided pursuant to rule 19.1(c) and will adopt or adopt with any modifications the Members require by passing a majority resolution before 30 June of that year;

e) The annual plan approved by the Members pursuant to rule 19.1 shall be the adopted annual plan for the relevant financial year.

f) In this rule 19.1, where Members may provide comments or otherwise directions to the General Manager in respect of the annual plan, the Executive Committee shall also be permitted.

19.2 Annual Plan Content

The annual plan must contain the following detail with respect to the financial year which it is prepared, and with respect to at least three immediately subsequent financial years:

a) the nature and scope of the activities to be undertaken by the Local Government Subsidiary;

b) the ratio of consolidated Member's funds to total assets (and the definition of those terms);

c) the performance targets and other measures by which the performance of the Local Government Subsidiary may be judged;

d) the annual budget and long-term budget for at least three outer years; and

e) any other matters that are agreed by the Members.

20 ANNUAL BUDGET

The Local Government Subsidiary cannot budget for a deficit, which occurs if overall expenditure (other than non-cash expenditure) exceeds revenue for a financial year.

21 AUDIT

21.1 Auditor

The Members must appoint an auditor that is properly qualified by resolution of the Members to audit the Local Government Subsidiary's annual financial statement.

21.2 Audit Requirements

a) The annual financial statement of the Local Government Subsidiary must be audited annually by an auditor appointed pursuant to rule 21.1;

b) The auditor must report each year to the Members in respect of the financial affairs of the Local Government Subsidiary.

22 ANNUAL REPORT AND ANNUAL FINANCIAL STATEMENT

22.1 Annual Financial Statement

The annual financial statement must be prepared in accordance with the following documents published by the Australian Accounting Standards Board as established under the Australian Securities and Investments Commission Act 2001:

a) Australian Accounting Standards;

b) Statements of Accounting Concepts;

c) Interpretations; and

d) Framework for the Preparation and Presentation of Financial Statements.

22.2 Annual Report

The annual report must be tabled at the Member's meeting as required by rule 13.2(a)(ii) and be provided to the Minister, in both cases by no later than 31 October following the financial year to which the report relates, and must contain:

a) the audited annual financial statement; and

b) an assessment of the Local Government Subsidiary's performance against the performance targets and other measures stated in the annual plan.

23 COMMON SEAL

23.1 Affixing Common Seal

a) Subject to rule 23.1(b), the Local Government Subsidiary shall have a common seal, which may be affixed to documents requiring execution under seal, where each affixing of seal must be witnessed by either:

   i) Two (2) Nominated Representatives on behalf of Members; or

   ii) One (1) Nominated Representatives and the General Manager.

b) The common seal must only be affixed to documents where a majority of Members resolve to authorise its use on the document.

23.2 Custody of Common Seal and Register

a) The common seal of the Local Government Subsidiary must be kept in the custody of the General Manager.

b) The General Manager must maintain a register that records details of the documents to which the common seal was affixed, resolution of Members authorising its use, names of persons who witnessed the affixing of the common seal and the date of affixing of seal.

24 WRITE OFFS

24.1 Assets

a) Money or property may only be written off where a majority of Members resolve to authorise the writing off of the relevant amount or item in the accounts of the Local Government Subsidiary, after compliance with rule 24.1(b).

b) Before providing the resolution in rule 24.1(a), the Members must be satisfied with the following written declaration of the General Manager that:

   i) money has been misappropriated or cannot be found; or

   ii) an item of property has been misappropriated, destroyed, damaged beyond economical repair or cannot be found.

24.2 Debts

a) A debt may only be written off where a majority of Members resolve to authorise the writing off of the debt in the accounts of the Local Government Subsidiary, after compliance with rule 24.2(b).

b) Before providing the resolution in rule 24.2(a), the Members must be satisfied with the following written declaration of the General Manager that:

i) all reasonable efforts have been made to recover the debt; and

ii) it is not reasonably possible to recover it.

25 NOTICES

Documents shall be served in accordance with section 25 of the Interpretation Act and as further stipulated below.

25.1 How notices may be given

A person may serve a document on an individual or body:

a) by giving it to:

i) if the recipient is an individual – the recipient; or

ii) if the recipient is a body – an executive officer of the body; or

iii) in any case – a person authorised by the recipient to receive the document;

b) by send it by prepaid post addressed to the recipient at the recipient's address; or

c) by sending it to the recipient by fax, provided the recipient consents to the document being served by means of fax; or

d) by leaving it, addressed to the recipient, at the recipient's address with someone who appears to be at least 16 years old and appears to live or be employed there.

25.2 When taken as given

A notice is taken as given by the Local Government Subsidiary and received by the recipient:

a) if personally delivered pursuant to rule 25.1(a), at the time of delivery;

b) if faxed delivered pursuant to rule 25.1(c), when the Local Government Subsidiary receives a confirmation report that all pages of the fax have been transmitted to the recipient's fax number, but if transmission or receipt is after 5.00 pm, it is taken as received on the next Business Day;

c) if sent electronically, subject to evidence to the contrary, when the notice was sent; and

d) if posted pursuant to rule 25.1(a), notice is taken to be served when it would have been delivered in the ordinary course of post.

26 LOCAL GOVERNMENT SUBSIDIARY EXECUTIVE COMMITTEES

26.1 Establishment of Executive Committees

a) An Executive Committee may be established by the Local Government Subsidiary where the Members resolve by majority resolution for its establishment.

b) The Executive Committee must consist of at least four (4) Nominated Representatives that the Members resolve by majority resolution as to the appointments of those Nominated Representatives on the Executive Committee.

c) Any vacancies on the Executive Committee resulting in less than four (4) Executive Committee members must be filled as soon as possible.

26.2 Roles, functions and procedures of Executive Committees

a) The roles, functions and procedures of the Executive Committee (including the procedure for filling vacant positions in the Executive Committee) must be contained in a policy as resolved by majority resolution of the Members.

b) The General Manager must keep and maintain an up to date record of the members of the Executive Committee.

c) The General Manager must keep minutes of all meetings of the Executive Committee and all matters directed by the Executive Committee.

d) To avoid doubt, the Executive Committee does not have the power to direct the General Manager on the following matters:

i) operating costs formula referred to in rule 5(a);

ii) dividend distribution formula referred to in rule 5(b);

iii) distribution of surplus formula referred to in rule 8;

iv) alterations of the constitution referred to in rule 9;

v) invitation for membership referred to in rule 10;

vi) adoption of a budget referred to in rule 13.2;

vii) appointment of an auditor referred to in rule 21.1;

viii) adoption of, or direction to modify, the annual plan referred to in rule 19;

ix) authorisation or ratification of the use of the common seal referred to in rule 23;

x) authorisation to write off money or property referred to in rule 24.1; and

xi) authorisation to write off debts referred to rule 24.2.

SCHEDULE 1: MEMBERS

Name of Members	Address of Member
Barkly Regional Council	PO Box 821 Tenant Creek NT 0861
Central Desert Regional Council	PO Box 2257 Alice Springs NT 0871
East Arnhem Regional Council	PO Box 1060 Nhulunbuy NT 0881
MacDonnell Regional Council	PO Box 5267 Alice Springs NT 0871
Roper Gulf Regional Council	PO Box 1321 Katherine NT 0851
Tiwi Islands Regional Council	PMB 267 Winnellie NT 0822
Victoria Daly Regional Council	PO Box 19 Katherine NT 0851
West Arnhem Regional Council	PO Box 721 Jabiru NT 0886
West Daly Regional Council	GPO Box 3775 Darwin NT 0801
Local Government Association of the Northern Territory	PO Box 2017 Parap NT 0804

MINISTERIAL APPROVAL – section 29 (1)

I, Gerald Francis McCarthy, Minister for Housing and Community Development, hereby approve this constitution for the Local Government Subsidiary (CouncilBIZ) in accordance with section 29(1) of the Act.

.....

Date: 19/7/2018

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 8

Prepared by **Rebecca Purser, Manager Corporate**

Proposed Amendments to the Local Government Act

Purpose

To inform Council of upcoming changes to the *Local Government Act.*

Background

On 27 March 2019, the CEO received correspondence from the Executive Director for Local Government and Community Development advising of the proposed changes to the *Local Government Act*.

Changes to the legislation include:

- Allowances for Council Members
- Annual Plan
- Annual Reports
- Casual Vacancy
- CEO – Eligibility
- Code of Conduct
- Conflict of Interest
- Council Member – Eligibility
- Disciplinary Proceedings
- Donation Disclosure Requirements
- Financial Controller
- First Council Meeting
- Local Authorities
- Local Boards
- Local Decision Making
- Local Government Association
- Official Management
- Postponement of Meetings
- Rateability of Land
- Register of Interests
- Representation Reviews
- Resignation of Member
- Shared Services
- Significant Transactions

- Special Rates

Details of the changes are outlined in Attachment 1 – Proposed Changes to the new *Local Government Act*.

Impact for Council

Information and discussion purposes.

Recommendation

1. **That Council receives and notes the proposed changes for the new *Local Government Act.***

Attachments

1 Proposed Changes to the new Local Government Act

NORTHERN TERRITORY GOVERNMENT

DEPARTMENT OF
LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT

Executive Director
Local Government and Community Development
Level 1, RCG Centre
47 Mitchell Street
Darwin NT 0800

Postal address
GPO Box 4621
Darwin NT 0801

Tel: 08 8999 8573

File Ref: HCD2019/01826

Mr Shaun Hardy
Chief Executive Officer
West Daly Regional Council
GPO Box 3775
DARWIN NT 0801

Via email: CEO@westdaly.nt.gov.au

Dear Mr Hardy

Re: Changes in new *Local Government Act*

The *Local Government Act 2008* (the Act) has been in place for a number of years and the Department of Local Government, Housing and Community Development is conducting a comprehensive review of local government legislation.

The Act commenced in 2008, bringing local government reforms across the Territory into effect. As the reformed system of local government has developed over recent years, including the introduction of local authorities, the Act has provided a robust regulatory environment. However, local government councils, the Department and other stakeholders have identified areas where the legislation could be strengthened to work effectively for the benefit of Territorians and the sector.

The first stage of public consultation involved seeking submissions from stakeholders about suggestions for an improved Act. Submissions ranged from informal phone conversations to formal written submissions.

The Local Government Working Party (LGWP) was formed to consider topics identified through the submissions and to make recommendations to the Minister regarding the contents of a new Act. The LGWP had representation from the Local Government Association of the Northern Territory (LGANT), regional and municipal councils and Department staff with responsibilities for local government. The LGWP also consulted with the Northern Territory Electoral Commission regarding the electoral provisions in the Act.

The LGWP developed a series of recommendations for the new Act. The LGWP's recommendations formed the bulk of the intended changes set out in a consultation paper that was publically released. The consultation paper, which also includes the LGWP recommendations as an annexure, is still available on the Department's website.

Nineteen written submissions were received in response to the consultation paper, coming from local government councils, LGANT, Northern Territory Government agencies and others. Most submissions were positive about the overall suite of changes proposed, with some identifying specific matters of concern or interest.

Drafting instructions for a Bill for a new Act were developed through careful consideration of all of the formal and informal submissions received. The sector has been clear it wants to see a new Act soon. The extensive process is nearing completion. At the last LGANT conference, the Minister for Local Government, Housing and Community Development advised that a draft Bill for a new Act would be publically released for further consultation. It is anticipated that the consultation period will be in mid-2019.

I am writing to inform you of the main proposed changes to the Act, so that your council has additional time before the consultation period begins to consider what is proposed.

In addition to the list of changes set out in the appendix to this letter, there are minor technical changes or clarifications. Also, the list of changes is proposed, rather than final. It is subject to the final decision of the Northern Territory Government. Some of the changes listed have been previously consulted on and/or announced by the minister for Local Government, Housing and Community Development and some have not been made public before.

Should you have any queries about the proposed changes, please contact Ms Lee Williams, Senior Director Legislation and Policy at lee.williams@nt.gov.au. Please feel free to also contact myself if you would like to discuss any aspect.

Yours sincerely

Maree De Lacey
Executive Director
Local Government and Community Development

27 March 2019

APPENDIX – CHANGES PROPOSED FOR NEW *LOCAL GOVERNMENT ACT*

Allowances for council members

Council members' allowances are to be set by the independent remuneration tribunal established under the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act*.

Annual plan

A council must adopt its plan (including budget) by 30 June each year, rather than 31 July. During consultation on the plan, the council must provide its consultation strategy to the public (e.g. timing of consultation, when plan will be discussed in community meetings or local authority meetings, when council will consider submissions).

Annual reports

A council's annual report will have to detail:

- the salary, allowances and any other payments made to, or fringe benefits received by or on behalf of, the council CEO;
- all fees and allowances paid to committee members;
- the council's involvement in any shared services;
- all delegations made to local authorities;
- the consultation it undertook to develop its annual plan and long-term financial plan; and
- any other matter required under the regulations or a Ministerial guideline.

Casual vacancy

In the event that a casual vacancy occurs within six months of the next general election, a council will have the option to not fill the vacancy.

CEO - eligibility

A person that is disqualified from managing a corporation under the *Corporations Act 2001* or the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* or disqualified under the Northern Territory's *Associations Act 2003* from being an officer of an incorporated association will be ineligible to be a council CEO.

Code of conduct

The new Act will prescribe a code of conduct that applies to elected members of all councils without modification. The prescribed code will be similar to the existing code in schedule 2 of the Act.

Conflict of interest

Further clarification will be provided about when a member has an interest in a matter.

Council member - eligibility

A person will be disqualified from being a council member if they are disqualified from managing a corporation under the *Corporations Act 2001* or the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* or disqualified under the Northern Territory's *Associations Act 2003* from being an officer of an incorporated association.

A person is disqualified from being a council member if they are a member of the Federal House of Representatives or Senate.

If a council member is convicted of an offence but not sentenced to a term of imprisonment of one year or more, a decision to remove the member because the conviction makes the member unfit for office will be able to be made by the Northern Territory Civil and Administrative Tribunal, rather than the Minister.

Disciplinary proceedings

Where a breach of the code of conduct is alleged:

Complaints must initially be directed to the relevant council. The council will seek to resolve the matter according to council policy. The council may:

- reprimand a person; or
- recommend that a person attend training, mediation or counselling.

A party to the complaint can appeal a decision of council to LGANT.

LGANT will have a panel constituted by two representatives of LGANT and one from the Agency. The LGANT panel may:

- reprimand a person;
- order a person to attend training, mediation or counselling; and
- order a person to make an apology.

A party to the complaint can appeal a decision of the LGANT panel to the Northern Territory Civil and Administrative Tribunal (NTCAT), which will be able to make any order that could be made by the LGANT panel. If a member does not comply with an order from the LGANT panel or NTCAT, the complainant or LGANT can apply to NTCAT to deal with the failure to comply. In determining such an application, NTCAT will be able to make any order that could be made by the LGANT panel and may also order that the member be dismissed. If NTCAT dismisses a member it will have the ability to disqualify that person from being a council member for up to five years.

Donation disclosure requirements

Principal member candidates in local government elections will be required to furnish a campaign donation return to the Northern Territory Electoral Commission. This will only apply where the principal member is popularly elected, not where the principal member is appointed by council at its first meeting after a general election

Financial controller

A financial controller will be able to be appointed for a local government council if the council is not performing its financial responsibilities properly or not complying with the new Act (or regulations or guidelines under the new Act). This can be used as a lesser measure instead of official management (where all council members are suspended).

A financial controller will be responsible for implementing financial controls. If a financial controller is appointed, a council will only be able to make payments by cheque countersigned by the financial controller or by electronic funds transfer authorised by the financial controller.

First council meeting

After a general election, a council meeting must be held within 21 days, rather than the current timeframe of 14 days.

Local authorities

A council must appoint at least one and a maximum of two elected member to a local authority. The member(s) for the ward in which the local authority is located and the principal member will not automatically be members of the local authority without being appointed by council.

Local boards

Will no longer be an option under the Act.

Local decision making

In order to strengthen local decision making, a council will have to seek advice and recommendations from local authorities, regarding their respective local authority areas, on the council's: budget allocations; priorities for expenditure; service delivery; plans; strategic direction; and funding of projects which recognise the unique characteristics of the area. A council will also have to work with local authorities to foster constructive working relationships between council members, local residents and local organisations.

Local Government Association

LGANT will not be continued as a statutory body under the Act. It is going to become incorporated under the *Corporations Act 2001*, which will mean that the Government that it lobbies on behalf of its members is not also responsible for regulating it.

Official management

The Minister must make a decision to either reinstate or dismiss suspended members within 12 months after a council has been placed under official management.

Where a period of official management overlaps with a scheduled general election, the general election will be postponed until after the Minister has either reinstated or dismissed the members.

Postponement of meetings

If a quorum is not present for a meeting of a council, council committee or local authority within 30 minutes of the scheduled start time, the meeting may be postponed to a time later that day by:

- the Chair;
- if the chair is not present, the majority of members present;
- if no members are present, the CEO or someone authorised by the CEO.

Reasonable efforts must be made to notify all members of the new meeting time. If a meeting is not held later that day, existing requirements will apply and the CEO is responsible for postponing the meeting to a time within the next 21 days. The main purpose of the provision is to reduce the number of meetings that do not meet quorum due to late arrivals.

Rateability of land

The 'non-commercial purpose' exemption for land used by a public benevolent institution or charity will not include land used as residential accommodation by staff employed or contracted by the public benevolent institution or charity.

An eligible public benevolent institution or charity will have to be registered with the Australian Charities and Not-for-profits Commission.

It will be clarified that Crown land is not rateable except where it has been leased to a non-government body.

Register of interests

As well as members having to declare conflicts of interest, council CEOs are to keep a register of council members' interests. Members will be required to complete an annual return. The return will require matters such as properties owned, businesses owned, employers and organisation memberships to be declared.

Representation reviews

Representation reviews and final determinations will be made by a panel consisting of the CEO of LGANT, the Electoral Commissioner, the Surveyor-General and a person appointed by the Minister. The panel will make determinations about the following matters:

- whether or not a council area should be divided into wards;
- if divided into wards, the number of wards a council area should be divided into;

- the number of elected members for a ward; and
- the boundaries of wards within a local government area.

The reviews will be conducted once in each term of council.

Resignation of member

Currently, a council member may only give up to 14 days' notice of resignation. The new Act will allow for up to three months' notice. A by-election will be able to be called after notice has been given, provided the polling day is after the resignation will have taken effect.

Shared services

Councils must have a 'shared services' policy and report on shared services within annual reports.

Significant transactions

A council may not enter any contract with a value of more than $500 000 unless authorised by council resolution.

Special rates

Before declaring special rates, a council must: serve the principal ratepayer for every allotment for which it is intended to impose the special rates with a notice of intention to declare special rates that gives the ratepayer at least 30 days to make submissions about the proposal; and consider any submissions received regarding the proposed special rates at a council meeting.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 9

Prepared by **Rebecca Purser, Manager Corporate**

Policy - HR28 Recruitment and Selection

Purpose

To seek Council's approval for the adoption of policy HR28 – Recruitment and Selection.

Background

This policy covers all positions other than that of the Chief Executive Officer. The recruitment and selection process of the CEO will be in accordance with the *Local Government Act 2008* and *Ministerial Guideline 3*.

All employees, other than the CEO, are employed under the conditions of Council's Enterprise Agreement approved by the Fair Work Commission effective for the period 7 May 2018 to the 30 June 2021.

All recruitment and selection procedures and decisions will be based on West Daly Regional Council's commitment to providing equal opportunity by assessing all potential candidates on the basis of merit according to their skills, knowledge, qualifications and capabilities in accordance with section 104(a) of the *Local Government Act.*

Impact for Council

Compliance with legislation and transparent recruitment processes.

Recommendation

1. **That Council approves and adopts policy HR28 Recruitment and Selection.**

Attachments

1 HR28_Recruitment and Selection

Policy Name	Recruitment and Selection
Policy Type	Human Resources
Responsible Officer	Chief Executive Officer
Version	2
Approval Date	30 April 2019
Renewal Date	January 2022

Policy Number HR28
Policy Name Recruitment and Selection

Summary

West Daly Regional Council is committed to being an employer of choice and to attract and retain the most qualified and capable employees, in particular, local people, to service communities across the West Daly Region.

This policy covers all positions other than that of the Chief Executive Officer. The recruitment and selection process of the CEO will be in accordance with the *Local Government Act 2008* and *Ministerial Guideline 3*. All employees, other than the CEO, are employed under the conditions of Council's Enterprise Agreement approved by the Fair Work Commission effective for the period 7 May 2018 to the 30 June 2021.

All recruitment and selection procedures and decisions will be based on West Daly Regional Council's commitment to providing equal opportunity by assessing all potential candidates on the basis of merit according to their skills, knowledge, qualifications and capabilities in accordance with section 104(a) of the *Local Government Act.*

Council is committed to being an Equal Employment Opportunity Employer with an aim to ensure that every employee and job applicant feel that they are valued, treated fairly and are given due recognition for their contribution. Refer to Policy HR10 Equal Employment Opportunity for further detailed information.

Policy Statement

Recruitment

1. Principles of employment

a) The method of advertising for a vacancy will be dependent on the type of job and availability of potential candidates, and may include local community notices, online job sites, internal email, newspapers and industry publications, use of business or industry contacts, social media, and similar formats.

b) Advertising will commence after a Request to Fill has been submitted and approved by the Chief Executive Officer.

c) Before a person is appointed to a position, terms and conditions required of an appointee are to be approved by the Chief Executive Officer.

d) Appointees are to sign a Letter of Offer accepting the terms and conditions of employment before commencing their employment with West Daly Regional Council.

e) Subject to the nature of the position, candidates being offered employment may be required to undertake a Criminal History Check. In the event that a candidate has a criminal history, the offer of employment may be withdrawn dependent on the nature of the charge and relativity to the position.

f) When an employee leaves the organisation, automatic replacement of the position should not be assumed as the vacancy provides an opportunity for Council staffing requirements to be reviewed.

g) Recruitment agencies may be employed, with the approval of the Chief Executive Officer, to carry out specific recruitment assignments.

h) It is Council's policy to foster the development of its employees. Where vacancies are advertised externally, they will be simultaneously advertised internally.

i) Council encourages the development of trainees and apprentices and will create trainee or apprenticeship opportunities where appropriate to those persons appropriately identified for such traineeships and apprenticeships.

2. Selection/Interview Panel Members

a) A selection/interview panel shall be set up for all appointments and shall comprise of three staff members who:

i. Holds a position equal to or higher than the vacancy;
ii. Understand the requirements of the job;
iii. Have the skills necessary to make an assessment;
iv. Understand the principles of Equal Employment Opportunity and natural justice; and
v. Representation of all genders.

3. Applications and Assessments

a) All applications and appropriate supporting documentation must be submitted in writing to the HR Department

b) Each panel member is required to read the application/s and assess the claims in the written statements individually before coming together to determine which applicants appear to meet the essential job requirements.

c) The panel members shall conduct a systematic assessment of the strengths of the applicant's claims (short-listing) against the selection criteria.

d) Only those shortlisted will proceed to an interview. Referee/Reference checks will be conducted at the conclusion of the interview process.

e) All interview documents need to be completed and filled out correctly by the panel members and returned to the HR department within a suitable time frame.

f) All recruitment details are strictly confidential.

g) Council will employ the most suitable applicant for the job, based on the job specification for the role and applications received.

h) When a suitable candidate has been identified, a Request to Employ along with relevant documentation is to be forwarded to the HR Department at least one week prior to commencement date.

i) The authority to sign letters of offers shall be restricted to the Chief Executive Officer or the Director of Council and Community Services.

4. Reference Checks

a. Reference checks must be conducted for all potential appointees by a Panel Member. Permission must be sought from candidates at the time of interview and before undertaking reference checks.

b. At least two reference checks must be completed and at least one must be from the candidate's most recent employer.

5. Appointments

a) No unofficial undertakings shall be given to candidates, prospective candidates, or anyone else in relation to their prospects of obtaining employment with West Daly Regional Council.

b) Once the panel has completed the assessment process, which includes receiving approval from the Chief Executive Officer to employee the preferred applicant, the successful applicant will be notified by telephone and email. Once the offer of employment has been accepted all the other applicants will be notified via email of the outcome.

c) An appointee's electronic personnel file shall be set up and kept for the prescribed period.

6. Inductions

a) All new employees are required to undertake an induction process. The employee's induction is the responsibility of the new staff member's manager.

b) Induction checklists are to be returned to the HR Department along with all completed employment documentation provided.

c) All staff that will be operating plant and equipment and driving a council vehicle must have a current drivers' license and a copy of their drivers' license (and other operating licenses) is to be saved on their personnel file.

d) All new employees will be provided training awareness and have access to Council's Policies and Procedures and Council's Enterprise Agreement. These documents are to be readily accessible to all employees at all times.

7. Internal Staff Transfers

a) If a position with West Daly Regional Council becomes vacant, an expression of interest for short term vacancies and opportunities will be advertised internally.

b) The Chief Executive Officer may approve a temporary internal staff transfer.

c) The Chief Executive Officer may make this decision based on the recommendation from the Director or Community Services Manager and their knowledge of the employees working history, qualifications, performance and capability to perform in the role.

d) If the position the employee is transferring into is of a higher level, then the employee will be paid at that higher level.

e) Any permanent vacancies to be filled will be advertised as per normal.

8. Probation and Performance Assessment

a) The probation period for all new employees will be 3 months, prior to which a probation review will be carried out by their manager, and the employee informed in writing of the outcome.

b) All staff will participate in an annual performance review which will include:

i. A review of performance against the position description.

ii. The need and desire for training and development opportunities.

c) Once completed with the relevant staff supervisor, performance reviews will be provided to the appropriate line management, and a copy provided to the employee. The completed review will be filed in the employee's personnel file.

9. Promotion

a) As Council employees operate under the West Daly Regional Council Enterprise Agreement, remuneration increases will occur as negotiated under the agreement.

b) Each year, following the completion of a satisfactory performance appraisal, Council will determine whether an employee advances a pay point within their classification. This is not automatic, and is determined by the Chief Executive Officer.

c) Should an employee seek to have their role examined for reclassification, the employee will set out to the Chief Executive Officer the justification for the reclassification by making reference to the classifications set out in the West Daly Regional Council Enterprise Agreement, and the Chief Executive Officer will respond in writing with an outcome within 7 working days.

Terminology and References

REFERENCES

Local Government Act 2008
Anti-Discrimination Act
HR10 Equal Employment Opportunity
West Daly Regional Council Enterprise Agreement 2017

FURTHER INFORMATION

Chief Executive Officer

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 10

Prepared by **Rebecca Purser, Manager Corporate**

Local Authority Minutes and Recommendations

Purpose
As per the Local Authority Guideline 8, Part 17, a Regional Council must consider the minutes of the Local Authority Meetings.

Council must also approve (or otherwise) any recommendations made by the Local Authority.

Background
Attached are the minutes of the LA Meetings for Palumpa and Peppimenarti held on 16 April 2019 for Council's consideration. Wadeye Local Authority has been postponed to 1 May 2019.

Impact for Council
Compliance

Recommendation

1. **That Council receives and notes the minutes from Peppimenarti and Nganmarriyanga Local Authorities.**

2. **<u>Peppimenarti Recommendations</u>**

   a. **That Council approves the recommendation that the Peppimenarti Local Authority are interested in progressing dual or Aboriginal naming in the West Daly Region through the NT Place Names Committee.**

   b. **That Council approves the recommendation that the priorities for the Regional Plan and Budget 2019/2020 are:**

      (i) Centralised Sporting Hub
      - **BMX Track**
      - **Splash Pad**
      - **Relocation of Football Oval**

(ii) Gravel Walkway with culverts and solar lighting from sporting hub to back of Deewin Kirrim shed.

c. That Council approves the recommendation for the allocation of $25,834.47 for the additional works at the BRACS Building as per TDC quote numbers 1430 and 1461.

d. That Council approves the recommendation that Council fund the Street Sweeper from its capital equipment budget allocation.

e. That Council approves the recommendation for the allocation of up to $15,000 for the purchase and installation of playground equipment (including soft fall flooring).

f. That Council approves the recommendation for the Splash Pad project subject to funding being secured for an amount up to $250,000.

g. That Council approves the recommendation for the allocation of $4,835.07 for the purchase of a community noticeboard as per Norsign quote number 35309.

h. That Council approves the recommendation for the allocation of $838.00 for the purchase of a television for residents benefit as per quote number 190090419rv6 from Harvey Norman.

i. That Council approves the recommendation for further investigation of the support and viability of a Foodladder project in Peppimenarti Community in consultation with Deewin Kirrim.

3. <u>Nganmarriyanga Recommendations</u>

a. That Council approves recommendation that the Nganmarriyanga Local Authority are interested in progressing dual or Aboriginal naming in the West Daly Region through the NT Place Names Committee.

b. That Council approves the recommendation that the priorities for the Regional Plan and Budget 2019/2020 are:

(i) Playgrounds
(ii) Additional speed bumps
(iii) Community bus
(iv) Fencing around houses
(v) Fencing around the park
(vi) Water drainage
(vii) Cemetery fencing, water and shade

(viii) Town plan for housing
(ix) Contract staff housing

j. That Council approves the recommendation for the allocation of up to $20,000 for additional speed bumps to be installed around the community in consultation with the residents regarding location.

k. That Council approves the recommendation for the allocation of up to 5,000 for wheelie bin holders to be installed around the community.

Attachments

1 2019-04-16 - Nganmarriyanga LA Minutes
2 2019-04-16 - Pepopimenarti LA Minutes

MINUTES OF THE MEETING HELD IN THE NGANMARRIYANGA MEETING ROOM ON TUESDAY, 16 APRIL 2019 AT 9:30AM

WELCOME AND MEETING ARRANGEMENTS

Chairperson Amy Narburup declared the meeting open at 9:55am and welcomed all in attendance.

ATTENDANCE AND APOLOGIES

Present	
Amy Narburup	Chairperson
Moses Wodidj	Local Authority Member
Warren Wodidj	Local Authority Member
John Paul Wodidj	Local Authority Member
Jeff Wodidj	Local Authority Member
Jill Wodidj	Local Authority Member
Alex Jacky	Local Authority Member
Sandra Jacky	Local Authority Member
Roger Wodidj	Local Authority Member
Ralph Narburup	Elected Member

Staff	
Shaun Hardy	Chief Executive Officer
Steve Horton	Director of Council and Community Services
Rebecca Purser	Manager Corporate
Scott Page	Community Services Manager

Guests	
Peter Wyatt	Department of Local Government Community and Development
Jack Wodidj	Traditional Owner of Nganmarriyanga
Lorraine Kerringbo	Community Resident of Nganmarriyanga

Apologies
Apologies received from Andrea Cameron and Mayor John Wilson who are on Annual Leave.

Absences	
Rosemary Fraser	Local Authority Member
Ronald Wodidj	Local Authority Member
Carmen Wodidj	Local Authority Member

Absences/Apologies

RECOMMENDATION:

That the Local Authority accepts the apologies from Andrea Cameron and Mayor John Wilson and that Ronald Wodidj and Carmen Wodidj are to be recorded as absent.

Moved: Roger Wodidj
Seconded: Jeff Wodidj
Carried: Unanimously

Unconfirmed

CONFIRMATION OF MINUTES

Action	Person Responsible
Community Services Manager, Scott Page, to advise Local Authority Members of the dates of the Northern Land Council Meeting regarding Papagnella and how the money will be spent and when construction will commence.	CSM Nganmarriyanga

Minutes of the Palumpa Local Authority Meeting held on 17 October 2018

*001/2019***RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

Moved: Sandra Jacky
Seconded: Alex Wodidj
Resolution: Unanimously

REPORTS

1) Minutes from Ordinary Council Meeting held on 24 October 2018

Action	Person Responsible
Local Authority Members requested that prior to future Local Authority Meetings being declared open that community residents be invited to a gathering opposite the Council office to discuss local issues and encourage community input and discussion.	CSM Nganmarriyanga

002/2019 **Motion:**

1. **That the Local Authority receives and notes the minutes from the Ordinary Council Meeting held on 24 October 2018.**

Moved: John Paul Wodidj
Seconded: Alex Wodidj
Resolution: Unanimously

2) Chief Executive Officer's Report

Chief Executive Officer spoke to his written report.

Action	Person Responsible
Invitation to be sent to Northern Territory Government Department of Housing to attend the next Ordinary Council Meeting to be held in Nganmarriyanga on 30 April 2019.	CEO
Ablution Block plans for design and installation (location) at Oval to be presented to Local Authority members at the next LA Meeting scheduled for June 2019.	DOCCS and CSM

003/2 **Motion:**

019

1. **That Nganmarriyanga Local Authority receives and notes the report from Council's Chief Executive Officer.**

Moved: Jeff Wodidj
Seconded: Roger Wodidj
Resolution: Unanimously

3) Director of Council and Community Services Report

Director of Council and Community Services spoke to his written report.

004/019

Motion:

1. **That the Local Authority notes and receives the Director of Council and Community Services report**

Moved: Roger Wodidj
Seconded: John Paul Wodidj
Resolution: Unanimously

4) Community Services Manager's Report

Community Services Manager spoke to his written report.

Matters to Note:

Slashing around firebreaks will commence in 4-5 weeks as it is still too wet and the slasher will get bogged.

LA Members advised that there is still alcohol coming into community. There is a real need for more Police in community, particularly when Night Patrol are not on duty.

005/019

Motion:

1. **That the Local Authority receives and notes the Community Services Managers report.**

Moved: Roger Wodidj
Seconded: John Paul Wodidj
Resolution: Unanimously

5) Finance Report

006/019

Motion:

1. **That the Local Authority receives and notes the financial information provided by Council.**

Moved: Warren Wodidj
Seconded: Sandra Jacky
Resolution: Unanimously

6) Local Authority Members Attendance Records

007/2019

Motion:

1. **That the Local Authority receives and notes the member's attendance records.**

Moved: Jeff Wodidj
Seconded: Jill Wodidj
Resolution: Unanimously

7) Guideline 8 and GOV10 Local Authority Policy Update

Motion:

1. **That the Local Authority receives and notes the updates to Guideline 8 and Council's GOV10 Local Authority Policy.**

Moved: Warren Wodidj
Seconded: Jeff Wodidj
Resolution: Unanimously

8) Identification of Geographic Features and Places for Dual Naming

Motion:

1. **That the Local Authority make a recommendation to Council that they would be interested in progressing dual or Aboriginal naming in the West Daly Region through the NT Place Names Committee.**

Moved: Warren Wodidj
Seconded: Jeff Wodidj
Resolution: Unanimously

9) Regional Plan and Budget 2019/2020

008/2019

Motion:

1. **That the Local Authority recommend to Council the priorities of:**
   a. **Playgrounds**
   b. **Additional speed bumps**
   c. **Community bus**
   d. **Fencing around houses**
   e. **Fencing around the park**
   f. **Water drainage**
   g. **Cemetery fencing, water and shade**
   h. **Town plan for housing**
   i. **Contractor staff housing**

Moved: John Paul Wodidj
Seconded: Warren Wodidj
Resolution: Unanimously

10) Local Authority Action Items Update

009/2019

Motion:

1. **That the Local Authority receives and notes the action items update.**

2. **That the Local Authority recommends to Council the allocation of up to $20,000 for additional speed bumps to be installed around the community in consultation with the residents regarding location.**

3. **That the Local Authority recommends to Council the allocation of up to $5,000 for wheelie bin holders to be installed around the community.**

Moved: Warren Wodidj
Seconded: Jeff Wodidj
Resolution: Unanimously

11) Local Authority Meeting Dates

010/2019

Motion:

1. **That the Local Authority approves the following dates for the balance of the 2018/19 financial year and the proposed dates for 2019/20 financial year:**

Day	Date	Month	Year	Time
Tuesday	11	June	2019	9:30am
Tuesday	06	August	2019	9:30am
Tuesday	05	November	2019	9:30am
Tuesday	14	April	2020	9:30am
Tuesday	09	June	2020	9:30am

Moved: Roger Wodidj
Seconded: Sandra Jacky
Resolution: Unanimously

QUESTIONS FROM THE PUBLIC
Nil

GUEST SPEAKERS
Nil

NEXT MEETING
Tuesday 11 June 2019 at 9:30am

MEETING CLOSE
Chairperson Amy Narburup declared the meeting closed at 12:00pm

THIS PAGE AND THE PRECEEDING 4 PAGES ARE THE MINUTES OF THE Meeting of Palumpa Local Authority HELD ON Tuesday 16 April 2019 AND CONFIRMED _ .

MINUTES OF THE PEPPIMENARTI LOCAL AUTHORITY HELD IN THE PEPPIMENARTI MEETING ROOM ON TUESDAY 16 APRIL 2019 AT 1:30AM

WELCOME AND MEETING ARRANGEMENTS

Chairperson Karl Lukanovic declared the meeting open at 1:40pm and welcomed all in attendance.

ATTENDANCE AND APOLOGIES

Present:

Karl Lukanovic	Chairperson
Henry Wilson	Local Authority Member
Annunciata Wilson	Local Authority Member
Anthony Thomas	Local Authority Member
Leanne Black	Local Authority Member
Nathan Wilson	Local Authority Member

Staff:

Shaun Hardy	Chief Executive Officer
Steve Horton	Director of Council and Community Services
Rebecca Purser	Manager Corporate
Steve Loring	Community Services Manager

Guests:

Peter Wyatt	Department of Local Government Community and Development

Apologies:
Apology received from Mayor John Wilson who is on Annual Leave

Absent:

Dean Wilson	Local Authority Member

Absences/Apologies

RECOMMENDATION:

That the Local Authority accepts the apology from Mayor John Wilson and that Dean Wilson is to be recorded as absent.

Moved: Annunciata Wilson
Seconded: Leanne Black
Carried: Unanimously

CONFIRMATION OF MINUTES

Minutes of the Peppimenarti Local Authority Meeting held on 15 October 2018

Matters to Note

- CEO advised that he will be discussing s.19 Leases with NLC regarding a number of items.
- Correction regarding attendance records at Item 7 – both Dean Wilson and Nathan

unconfirmed

Wilson were not absent for two consecutive meetings.

*001/2019***RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

Moved: Annunciata Wilson
Seconded: Leanne Black
Resolution: Unanimously

REPORTS

1) Minutes from Ordinary Council Meeting held on 24 October 2018

002/2019 **Motion:**

1. **That the Local Authority receives and notes the minutes from the Ordinary Council Meeting held on 17 October 2018.**

Moved: Annunciata Wilson
Seconded: Leanne Black
Resolution: Unanimously

2) Chief Executive Officer's Report

The Chief Executive Officer spoke to his written report.

Peter Wyatt advised he will provide council with the following information for distribution to CDP providers:

- Concrete moulds for headstones and 'how to videos'; and
- Lockable bin stands

Action	Person Responsible
Further consultation with community residents regarding preferred design and location of men's and women's ablution blocks to be confirmed prior to purchase and install.	DOCCS and CSM
AMMRIC next visit dates to be confirmed	DOCCS

003/2019 **Motion:**

1. **That Peppimenarti Local Authority receives and notes the report from Council's Chief Executive Officer.**

Moved: Anthony Thomas
Seconded: Annunciata Wilson
Resolution: Unanimously

3) Director of Council and Community Services Report

Director of Council and Community Services spoke to his written report and further advised that pest treatment in communities and homelands will be commencing after the Easter break.

004/2019 **Motion:**

1. **That the Local Authority notes and receives the Director of Council and Community Services report.**

Moved: Henry Wilson
Seconded: Leanne Black
Resolution: Unanimously

4) Community Services Manager's Report

Community Services Manager spoke to his written report.

Action	Person Responsible
BMX track plans to be drafted and presented to Local Authority at next LA Meeting	CSM Peppimenarti

005/2019 **Motion:**

1. **That the Local Authority receives and notes the Community Services Manager's Report.**

2. **That the Local Authority recommends to Council that they approve the project for the cover over the basketball court subject to funding being secured.**

Moved: Henry Wilson
Seconded: Annunciata Wilson
Resolution: Unanimously

5) Finance Report

006/2019 **Motion:**

1. **That the Local Authority receives and notes the financial information provided by Council.**

Moved: Nathan Wilson
Seconded: Anthony Thomas
Resolution: Unanimously

6) Local Authority Members Attendance Records

007/2019 **Motion:**

1. **That the Local Authority receives and notes members' attendance records.**

Moved: Annunciata Wilson
Seconded: Nathan Wilson
Resolution: Unanimously

7) Guideline 8 and GOV10 Local Authority Policy Update

008/2019

Motion:

1. **That the Local Authority receives and notes the updates to Guideline 8 and Council's GOV10 Local Authority Policy.**

Moved: Anthony Thomas
Seconded: Leanne Black
Resolution: Unanimously

8) Identification of Geographic Features and Places for Dual Naming

009/2019

Motion:

1. **That the Local Authority make a recommendation to Council that they would be interested in progressing dual or Aboriginal naming in the West Daly Region through Place Names Committee NT.**

Moved: Henry Wilson
Seconded: Anthony Thomas
Resolution: Unanimously

9) Regional Plan and Budget 2019/2020

010/2019

Motion:

1. **That the Local Authority recommend to Council the priorities of:**

   a. **Centralised Sporting Hub**
      (i) **BMX Track**
      (ii) **Splash Pad**
      (iii) **Relocation of football oval**

   b. **Gravel walkway with culverts and solar lighting from sporting hub to back of Deewin Kirrim Shed.**

Moved: Cr. Wilson
Seconded: Cr. Wilson
Resolution: Unanimously

10) Local Authority Action Items Update

011/2019

Motion:

1. **That the Local Authority receives and notes the action items update.**

Moved: Nathan Wilson
Seconded: Leanne Black

Resolution: Unanimously

11) Local Authority Project - BRACS Building Renovations

012/2019

Motion:

1. **That the Local Authority recommends to Council that the amount of $25,834.47 be approved for the additional works at the BRACS Building as per TDC quote numbers 1430 and 1461.**

Moved: Henry Wilson
Seconded: Anthony Thomas
Resolution: Unanimously

12) Local Authority Project - Street Sweeper

013/2019

Motion:

1. **That Local Authority requests that the Council fund the Street Sweeper from its capital equipment budget allocation.**

Moved: Annunciata Wilson
Seconded: Nathan Wilson
Resolution: Unanimously

13) Local Authority Project - Playground equipment

Playground equipment to be installed at the Sporting Hub.

014/2019

Motion:

1. **That the Local Authority recommends to Council that an amount up to $15,000 be allocated for the purchase and installation of playground equipment (included soft fall flooring).**

Moved: Henry Wilson
Seconded: Leanne Black
Resolution: Unanimously

14) Local Authority Project - Splash Pad

Community consultation with the Community Services Manager regarding design required.

015/2019

Motion:

1. **That the Local Authority recommends to Council they approve the Splash Pad project subject to funding being secured for an amount up to $250,000.**

Moved: Annunciata Wilson

Seconded: Henry Wilson
Resolution: Unanimously

15) Local Authority Project - Community Notice Board

016/2019 **Motion:**

1. **That the Local Authority recommends to Council that the amount of $4,835.07 be approved for the purchase of a community noticeboard as per Norsign quote number 35309.**

Moved: Henry Wilson
Seconded: Annunciata Wilson
Resolution: Unanimously

16) Local Authority Project - Ablutions Block

Agenda item removed as matter already discussed under CEO's report.

17) Local Authority Project - Request from Peppimenarti Health Clinic to purchase a Television

017/2019 **Motion:**

1. **That the Local Authority recommends to Council that the amount of $838.00 to be approved for the purchase of a Television for residents benefit as per quote number 190090419rv6 from Harvey Norman.**

Moved: Nathan Wilson
Seconded: Henry Wilson
Resolution: Unanimously

18) Proposed Local Authority Project - Food Ladder

018/2019 **Motion:**

1. **That the Local Authority approves the further investigation of the support and viability of a Foodladder project in Peppimenarti community in consultation with Deewin Kirrim.**

Moved: Cr. Wilson
Seconded: Cr. Wilson
Resolution: Unanimously

19) Local Authority Meeting Dates

019/2 **Motion:**

01 9

1. That the Local Authority approves the following dates for the balance of the 2018/19 financial year and the proposed dates for 2019/20 financial year:

Day	Date	Month	Year	Time
Thursday	06	June	2019	1:30pm
Tuesday	06	August	2019	1:30pm
Tuesday	05	November	2019	1:30pm
Tuesday	14	April	2020	1:30pm
Tuesday	09	June	2020	1:30pm

Moved: Anthony Thomas
Seconded: Nathan Wilson
Resolution: Unanimously

QUESTIONS FROM THE PUBLIC
Nil

GUEST SPEAKERS
Nil

NEXT MEETING

6 June 2019 at 1:30pm

MEETING CLOSE

The meeting closed at 4:20pm.

THIS PAGE AND THE PRECEEDING 6 PAGES ARE THE MINUTES OF THE Peppimenarti Local Authority HELD ON Tuesday 16 April 2019 AND CONFIRMED .

Unconfirmed

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 11

Prepared by **Rebecca Purser, Manager Corporate**

Action Items Update

Purpose

To inform Councillors of Action Items progress.

Background

20 February 2019			
Action	**Person Responsible**	**Comments**	**Completed**
Homelands Funding Schedule 2 to be placed on the website	Manager Corporate		**Completed**
Clarification to be sought from NTG Department of Local Government, Housing and Community Development regarding homelands residents rentals and requirements	CEO	Scheduled for 1 May 2019 during NTG DLGHCD (Homelands) visit to Wadeye	**In Progress**
CEO to draft motions and prepare speaking notes for the Mayor and Deputy Mayor	CEO	Motion submitted to LGANT and carried unanimously by Regional Councils	**Completed**
Formal invitation to be sent to NTG Department of Local Government Housing and Community Development to attend Peppimenarti Local Authority to discuss the Northern Territory Government Housing	CEO		**Completed**
Photos and dimensions on various speed bump designs	CSM Wadeye		

to be presented to Council at next OCM			
Quotations for 4 Solar lights to be installed at Emu Point are to be presented to the Wadeye Local Authority	CSM Wadeye		
DOCCS to make inquiries with NT Police regarding installation of security cameras similar to that which NT Police have installed at Wadeye, Peppimenarti and Nganmarriyanga	Director of Council and Community Services		
20 March 2019			
Action	**Person Responsible**	**Comments**	**Completed**
CEO to write a letter to the Department of Local Government Housing and Community Development regarding: a. protocols for visiting homelands; and b. clarifying processes to fund homelands not currently supported by Homelands programs: • Tchindi; • Kubuyirr • Kudantiga • Nangu	CEO		**Completed**
Clarification to be discussed with Homelands Residents regarding the provision of fuel for tractors, whipper snippers, mowers etc is allowed under MES Funding however, fuel to supply generators is not permitted.	DOCCS/ Homelands Coordinator		
Homelands Jobs Program schedule of works and employee time sheets to be maintained weekly.	DOCCS/ Homelands Coordinator		
CEO to approach service providers in Wadeye regarding assistance in the transportation of residents to	CEO		**In Progress**

Nganmarriyanga and Peppimenarti for sporting events.			
4 to 5 additional speed humps to be installed in Nganmarriyanga	CSM Nganmarriyanga		
An extension of the deadline for feedback be sought from the Place Names Committee to enable longer consultation	CEO		**Completed**
A power point presentation be prepared which can be presented to the Local Authority and community residents for feedback	Manager Corporate		**Completed**

Impact for Council

Information purposes only.

Recommendation

1. **That Council receives and notes Action Items Update**

Attachments

There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 12

Prepared by **Rebecca Purser, Manager**
Corporate

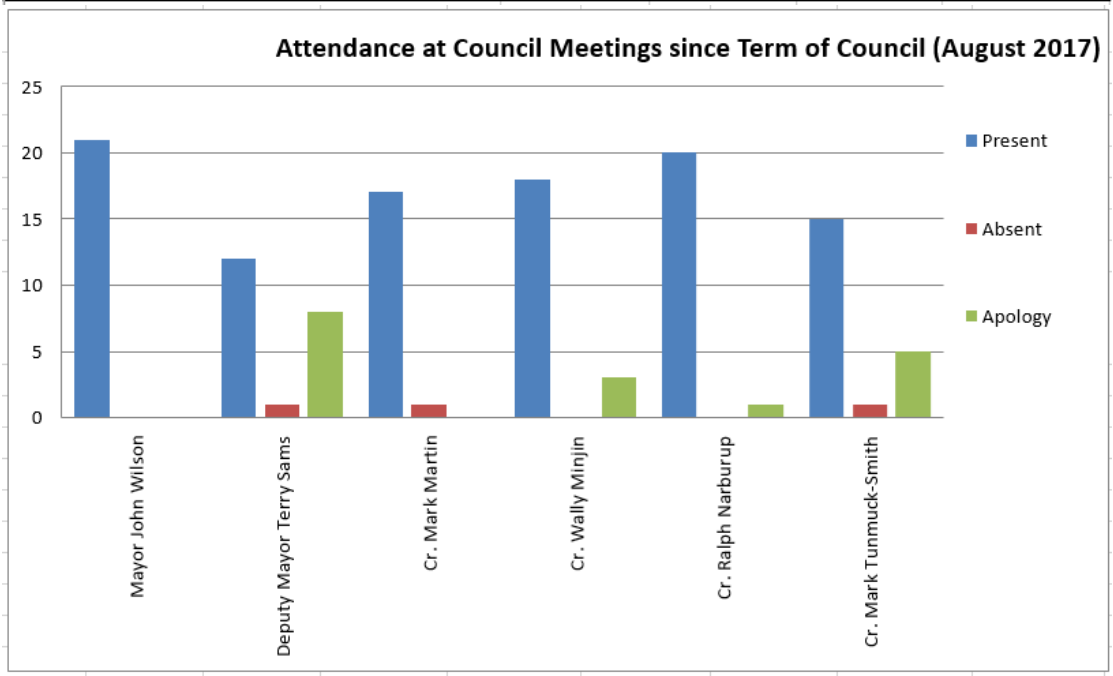
Members Attendance Records

Purpose

To inform Council of their attendance records since term of Council.

Background

COUNCILLORS ATTENDANCE REGISTER Since Term of Council August 2017			
Councillor Name	**Present**	**Absent**	**Apology**
Mayor John Wilson	21		
Deputy Mayor Terry Sams	12	1	8
Cr. Mark Martin	17	1	
Cr. Wally Minjin	18		3
Cr. Ralph Narburup	20		1
Cr. Mark Tunmuck-Smith	15	1	5



2017	13/09/2017 10:30am	25/10/2018 10:30am	10/11/2017 10:30am (Special)	28/11/2017 10:30am	13/12/2017 10:30am
Mayor John Wilson	1	1	1	1	1
Deputy Mayor Terry Sams	1	1	1	AP	1
Cr. Mark Martin (By-Election 10/11/17)	NA	NA	NA	1	1
Cr. Wally Minjin	1	1	AP	1	1
Cr. Ralph Narburup	1	1	1	1	1
Cr. Mark Tunmuck-Smith	1	1	AP	1	AP
Cr. Andrew Brown (Resigned 13/9/18)	Resigned				

2018	24/01/2018 10:30am	21/02/2018 10:30am	28/03/2018 10:30am	25/04/2018 10:30am	18/05/2018 10:30am	20/06/2018 10:30am	25/07/2018 10:30am	22/08/2018 10:30am	25/09/2018 10:00am	9/10/2018 2:00pm (Special)	24/10/2018 10:00am	9/11/2018 2:00pm (Special)	21/11/2018 10:00am	5/12/2018 10:00am
Mayor John Wilson	1	1	1		1	1	1	1	1	1	1	1	1	1
Deputy Mayor Terry Sams	AP	1	1		1	AP	AB	1	LOA	LOA	AP	AP	AP	1
Cr. Mark Martin (By-Election 10/11/17)	1	1	1		1	1	1	1	1	1	1	1	1	1
Cr. Wally Minjin	1	1	1	No Quroum	1	1	1	1	1	1	1	1	AP	1
Cr. Ralph Narburup	1	1	1		1	AP	1	1	1	1	1	1	1	1
Cr. Mark Tunmuck-Smith	1	1	AP		1	1	1	AB	1	1	1	1	1	1

2019	30/01/2019	20/02/2019	20/03/2019
Mayor John Wilson	1	1	1
Deputy Mayor Terry Sams	1	1	1
Cr. Mark Martin (By-Election 10/11/17)	AB	1	1
Cr. Wally Minjin	1	AP	1
Cr. Ralph Narburup	1	1	1
Cr. Mark Tunmuck-Smith	1	AP	AP

Impact for Council

Information purposes only.

Recommendation

1. That Council receives and notes the attendance records.

Attachments

There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 13

Prepared by **Rebecca Purser, Manager Corporate**

Aged Care Manager's Report

Purpose

To inform council of any changes, issues and events surrounding West Daly Aged Care service delivery.

Background

Staffing

Over the last three weeks, Local Support Workers have been AWOL from work due to picking Plumbs and away from community. Employment processes to recruit new local support workers are currently underway. Contracted Nurses are returning for rotations on a regular basis, which helps residents feel more comfortable with staff, and the completion of service delivery documentation is more consistent.

A new maintenance officer for the Wadeye Aged Care facility has been hired and commenced on the 25th April 2019.

Three new support staff have been hired in Palumpa to try and improve the services and undertake services that were not previously being completed. Although this still remains an issue as staff are going AWOL after paydays or just not turning up to shifts.

Quality Agency Assessment

Quality assessors are scheduled to visit for two days on the 1st & 2nd of May.

Events

Due to the Aged Care bus being repaired in Darwin, outings have become limited due to residents and clients not being able to climb into a higher vehicle or being wheelchair bound. Staff have been taking clients who are in a wheelchair for walks.

Residents have been fishing down at the Barge Landing and attended the AFL game on the 13th April.

School children are organised to make a visit on the 8th and 9th of May for a history day with the residents of Aged Care. CDP Youth have also continued to visit aged care to do activities with the ladies.

The residents at Aged Care have been weaving Raffia and Ghost baskets and have been selling them to people in the community which is a rewarding feeling for the clients and is a good stress relief.

Aged Care staff are preparing to paint parts of the Aged Care building to help give it a refreshing look. This will also be something the residents and clients can help with if they wish. Clients will do their own painting on a piece of wood for the front of the facility.

An experienced Aged Care consultant, Brett Cowling, is preparing for further consultation work around rostering and expenditure in the coming weeks in the lead up to the requested service delivery transition process.

The Department of Health are preparing information for discussion with Council regarding the requested transition process, timing and next steps.

Meetings

- National Disability Insurance Scheme
- Department of Health (Phone)
- Palumpa visits (CDP)
- Wadeye Clinic
- E-Tools
- Brett Cowling (Consultant)

Impact for Council

Contracted staff have been doing overtime due to lack of support workers which is an increased cost.

Recommendation

1. **That Council receives and notes the Aged Care Manager's report.**

Attachments

There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 14

Prepared by **Steve Loring, Community Services Manager**

Community Services Manager's Report - Peppimenarti

Visitors

Garry Higgin's office visited community.

Events and Activities

Meetings

Peppimenarti Local Authority meeting was held on the 16 April 2019.

Strategic Issues

The need to create Sporting Hub.

The Local Authority of Peppimenarti at their last meeting identified a number of sporting infrastructure projects they would like to pursue and have decided the current basketball court and its surrounding area should be upgraded to become a sporting hub and accommodate the facilities, which will include initially a bmx track and playground equipment.

The need for public toilets.

Council has been successful with a grant application to build ablution blocks in community and a consultation process is underway to determine where they will be located and to ensure cultural appropriateness.

Community Issues

Community has experienced in recent times a number of breaks at the Art Centre House and Community Store. In response to this need Night Patrol have developed patrol runs which will be conducted on duty nights to check on buildings and properties which has proven to be very positive initiative.

Staffing

Council employed a new part-time cleaner on the 23 April 2019

Projects

Australia Clean-Up Day event is planned for May to coincide with the recycling cages for bottles and cans will arrive in community.

Foodladder – is a project being investigated by community in conjunction with Deewin Kirim to grow fresh vegetables and fruits in community.

Splash pad – Community consultation has commenced with the distribution of a design and pictures of having a splash pad being built in community at the sporting hub.

Successful Grant Applications

Peppimenarti community was successful with a grant application to irrigate the football and softball playing fields along with new score boards. The value of the grant is $203 786.00

Core/Infrastructure Services

- **Public and Street Lighting**

Additional quotes are being sort to have the street lights repaired in community.

- **Local Emergency Management**

- **Maintenance Buildings and Fixed Assets**

Lot 14, 16, 76 and 81 are scheduled to have maintenance work done.

VOQ will also have $24 000 of maintenance work done.

Flick will be conducting a pest control program for council buildings and will also be going to the Homelands to provide the same service to residents under the Homelands program

- **Cemetery Assistance**

- **Swimming Pool**

Swimming pool is open and being used regularly by community and utilised as part of the sports and recreational program.

- **Animal Welfare and Control**

- **Local Road Maintenance**

Local road maintenance work will resume once machinery has been completed.

- **Traffic Management on Local Roads**

- **Waste Management and Litter Control**

The new signage at the waste management centre has had a positive effect with the separation of rubbish by residents and contractors.

- **Plant and Equipment**

The grader is having some minor issues with hydraulic hoses as is the backhoe which should both be repaired in the next few weeks. The small ride – on mower is being repaired. The slasher is being rebuilt and will be operational in the next week. A new tractor and slasher has been purchased for community and will arrive in the coming weeks.

- **Airport Maintenance**

The airport grass needs cutting and once the slasher has been repaired this work will resume.

- **Libraries and Culture**

Recommendation

1. **That Council receives and notes the Peppimenarti Community Services Manager's Report.**

Attachments
There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 15

Prepared by **Scott Page, Community Services Manager**

Community Services Manager's Report - Nganmarriyanga

Visitors

During the past few weeks various agencies have visited the community, Centrelink, NT Police, Vets, Dentist, Territory Housing, Leader of the opposition Gary Higgins, and the Northern Land Council.

Events and Activities

AFL has just re-started for the year and the oval has been mown, new goal post pads, footballs, line marking machine and scoreboard have been purchased through grants for this equipment.
2 New Grandstands have been erected on the Community Football oval, these grandstands were purchased through a successful grant application.

Meetings

I attended a Construction and Demolition waste workshop in Darwin on the 23rd and 24th of April, this workshop was a joint venture between the Northern Territory and India. The main thing to come out of the workshop was the need to reduce the amount of construction and demolition going into landfills throughout the Northern Territory, and ways that these materials can be recycled, and markets found for their use once recycled.

Strategic Issues

Community Issues

Drugs and alcohol coming into Community is still a problem, NT Police are aware of this and continue to conduct road blocks at various times.
Children vandalising the new houses is a real problem. The contractors have contacted NT Police and Territory Families regarding this, with video and photos of the children being passed onto the Police for action. The parents of these children need to address this as it is their houses they are destroying.

Staffing

There has been a few changes to staffing at Nganmarriyanga, Natasha Jones resigned as Admin Assistant, Scottrina Raymond resigned as Aged Care helper, Victor Huddleston resigned from Community Night Patrol.

Rodney Minjin has been employed as a Civil Worker, Greg Warnir has been employed as a Civil worker.

Projects

West Daly Regional Council were successful in obtaining a grant from Keep Australia Beautiful, this money will be used for purchasing materials for a Community clean up day and also a Community BBQ.
West Daly Regional Council were also successful in obtaining a grant for Container Recycling. These bins will be placed throughout the Community, all proceeds will flow back into the Community through the container deposit scheme.

Core/Infrastructure Services

- **Public and Street Lighting**

All street lights are currently operational.

- **Local Emergency Management**

- **Maintenance Buildings and Fixed Assets**

A new chemical wash stand has been purchased for installation in the Civil Workshop.
A new fire reel has been purchased for the Civil workshop.
These items will be installed by WDRC builder as soon as possible.

- **Cemetery Assistance**

- **Swimming Pool**

Not applicable

- **Animal Welfare and Control**

- **Local Road Maintenance**

- **Traffic Management on Local Roads**

- **Waste Management and Litter Control**

Rubbish is being collected twice weekly by Civil staff.

- **Plant and Equipment**

All machinery is in good working order currently, with all mowers and slasher working non-stop mowing grass around the town and outlying Homelands.

Nganmarriyanga has taken delivery of a second hand grader, this will be used to maintain access roads into Homelands and maintain Community access roads.

- **Airport Maintenance**

The Airport has been slashed, fence line poisoned, gable markers and lights poisoned.
We are waiting on some Gable markers to replace old and worn ones.
Airport inspections are carried out twice weekly.

Recommendation

1. **That Council receives and notes the Community Services Managers report.**

Attachments
There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 16

Prepared by Michael Fitisemanu,
Community Services Manager

Community Services Manager's Report - Wadeye

Visitors

Warren Snowden MP – Lingiari visited and met with Council and members within the community.

There were also visitors to Wadeye in preparation for the National election in May to ensure registrations were correct for those within the community

Events and Activities

NIL to report

Meetings

NIL to report

Strategic Issues

NIL to report

Community Issues

Wadeye experienced some intermittent community unrest but was quickly allayed by police and senior members within the community.

It is anticipated that within the next quarter there will be several funerals taking place.

Staffing

There are several vacant positions that currently are being worked on. Pool attendant, Civil Team leader, positions within the Homelands area.

Projects

There are several projects that should commence shortly, such as the footpath from the Clinic to the police station, water bubblers installation, irrigation at the softball oval, shade seating within the community.

Core/Infrastructure Services
The eagerly awaited arrival of machinery within the civil areas is occurring. Road maintenance is ongoing in Wadeye, Manthape and Nihlin

Rubbish collection is being adhered to but has been impacted by a couple of minor maintenance issues

- **Public and Street Lighting**

  A count of how many lights within the community will be finalised and costings determined on the number

- **Local Emergency Management**

  TBA

- **Maintenance Buildings and Fixed Assets**

  A comprehensive survey will be done on currency and presence of fire related mechanisms such as fire blankets and extinguishers

- **Cemetery Assistance**

  NIL to report

- **Swimming Pool**

  Ongoing concerns with the continued spate of vandalism damage to the pool. The pool is open intermittently and still has operational issues regarding water flow

- **Animal Welfare and Control**

  It is anticipated the governmental environmental representatives will be arriving in May 2019

- **Local Road Maintenance**

  Ongoing and road repairs being effected as required. Mowing of strips and roadside areas ongoing.

- **Traffic Management on Local Roads**

  NIL to report

- **Waste Management and Litter Control**

  The waste pickups is performed on a regular basis and the rubbish tip is tidied up on a regular basis.

- **Plant and Equipment**

  The arrival plant and equipment has eased the load on other current machinery and allowed a more beneficial maintenance prevention to occur

- **Airport Maintenance**

Ongoing and without incident

- **Libraries and Culture**

Received order of books providing through funding of NT Libraries

Recommendation

1. **That Council receives and notes the Wadeye Community Services Managers Report.**

Attachments
There are no attachments for this report.

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 APRIL 2019

Report for Agenda Item No 17

Prepared by **Wilfred Harris, Senior Night Patrol Team Leader**

CNP regional report

Visitors

Gary Mc Carthy
Naafls
Warren Snowdon
Gary Higgins

Meetings

- **Warren Snowdon**

Member for Lingiari visited Wadeye and spoke to local community member.

- **Regional night patrol meeting in Darwin.**

Member from different shire wards has held a meeting in Darwin discussing a range of issues regarding the safe and strong communities report.

Our discussion concluded there is a need for a new approach. Wadeye night patrol are in the middle of talking and planning with other agencies to best tackle a lot of the issues we see during our patrol across the all communities.

- **West Daly shire meeting at Palumpa.**

West Daly night patrol program is facing a lot of challengers we adapting to our new polices, new operation structure, and staffing, new direction. West Daly night patrol program is moving into a new phase.

Strategic Issues

- **Community night patrol operation.**

We are always adopting to new ways to better the outcome of our communication, duty of care to our clients, community members and our work commitments.

1. UHF radio's

2. Run sheets
3. Tool box meeting
4. Safety checks

We have tested our vehicle radio and we have direct contact to police on a given moment. When police are patrolling the community, we are able to inform police of any issues arising.

Palumpa might need a radio powerful enough to reach either Peppimenarti or Wadeye Police for a quick response.

Other method is to report all promise number to follow up incidents.

Community Issues

- **Drugs**

  Our three community is experiencing a huge influx of drugs being brought in from Darwin. I think Wadeye police should have sniffer dogs when conducting road checks.

- **Alcohol**

  Alcohol haven't really been an issues at this stage at Wadeye. Peppimenarti is concerned with the amount of grog running happening, local are aware of the growing situation. There is nothing in place by the NT police in regards to promoting safe information gathering between locals and NT Police.

- **Staffing**

  The staff are doing good some are tired and exhausted but still find the strength to carry out their duties.

- **Public and Street Lighting**

  Manthathpe Bridge lights are all out, second Nilinh is in darkness there is not one street light working.

  We have had an incident where mainly young girls being chasing between two Nilinh. All the public road between two Nilinh is completely dark no street lights.

- **Animal Welfare and Control**

  We have witness kids instigating dog's fights, normally a kid would hold one dog on the leg and let the other 15 dogs attack that one dog. It's very disturbing and kids think it's fun, they are bored.

- **Waste Management and Litter Control**

On the sewage service road there is an illegal dumping of rubbish, it has been going for a while and it is creating a hazard for the community and the environment.

Recommendation

1. **That Council receives and notes the Senior Team Leader for Night Patrol's report.**

Attachments

There are no attachments for this report.